



City of Lemon Grove
City Council Regular Meeting Agenda
Tuesday, September 6, 2022, 6:00 p.m.
Lemon Grove Community Center
3146 School Lane, Lemon Grove, CA 91945

For everyone's protection, all attendees must maintain a safe social distance. Face coverings are optional but strongly recommended during the meeting.

City Council

Racquel Vasquez, Mayor
Jerry Jones, Mayor Pro Tem
Jennifer Mendoza, Councilmember
Liana LeBaron, Councilmember
George Gastil, Councilmember

A complete agenda packet is available for review on the [City's website](#)

The City Council also sits as the Lemon Grove Housing Authority, Lemon Grove Sanitation District Board, Lemon Grove Roadway Lighting District Board, and Lemon Grove Successor Agency

Call to Order

Pledge of Allegiance

Changes to the Agenda

Public Comment

Digitally submitted public comments received by the City Clerk at amalone@lemongrove.ca.gov will not be read out-loud during the meeting. However, they will be provided to the City Council and remain part of the meeting's records. Per the Lemon Grove Municipal Code Section 2.14.150, live comments are allotted a maximum of three (3) minutes.

Consent Calendar

(Note: The items listed on the Consent Calendar will be enacted in one motion unless removed from the Consent Calendar by Council, staff, or the public.)

1.A Waive Full Text Reading of All Ordinances on the Agenda

Reference: Kristen Steinke, City Attorney

Recommendation: Waive the full text reading of all ordinances included in this agenda; Ordinances shall be introduced and adopted by title only.

1.B City of Lemon Grove Payment Demands

Reference: Joseph Ware, Finance Manager

Recommendation: Ratify Demands

1.C Acceptance of FY 2021 State Homeland Security Grant Program (SHSGP) Funds

Reference: Steve Swaney, Fire Chief

Recommendation: Adopt a resolution accepting the FY 2021 State Homeland Security Grant Program (SHSGP) funds and authorizing the City Manager to execute appropriate agreements and/or grant documents required to receive and use said funds in accordance with SHSGP requirements.

1.D Approval of Final Map for Tentative Map TM0065 located at 8373 Broadway

Reference: Michael Fellows, Community Development Manager

Recommendation: Adopt a resolution approving the Final Map for Tentative Map TM0065 and authorize the City Clerk to accept the easements and on the Final Map.

Report(s) to Council:

2. Sage Project Presentation

Reference: Lydia Romero, City Manager

Recommendation: That the City Council receives and then provides feedback to staff regarding the Sage Project presentation.

3. City Council Manual

Reference: Lydia Romero, City Manager

Recommendation: Discuss and approve a City Council Manual.

City Council Reports on Meetings Attended at the Expense of the City

(GC 53232.3 (d)) (53232.3. (d) states that members of a legislative body shall provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.)

City Manager Report

Adjournment

AFFIDAVIT OF NOTIFICATION AND POSTING

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO) SS
CITY OF LEMON GROVE)

I, Audrey Malone, City Clerk of the City of Lemon Grove, hereby declare under penalty of perjury that a copy of the above Agenda of the Regular Meeting of the City Council of the City of Lemon Grove, California, was delivered and/or notice by email not less than 72 hours, on or before the hour of 6:00 p.m. on September 1, 2022 to the members of the governing agency, and caused the agenda to be posted on the City's website at www.lemongrove.ca.gov and at Lemon Grove City Hall, 3232 Main Street Lemon Grove, CA 91945.

/s/: Audrey Malone
Audrey Malone, City Clerk

In compliance with the Americans with Disabilities Act (ADA), the City of Lemon Grove will provide special accommodations for persons who require assistance to access, attend and/or participate in meetings of the City Council. If you require such assistance, please contact the City Clerk at (619) 825-3800 or email amalone@lemongrove.ca.gov. A full agenda is available for public review at City Hall.

City Council Work Plan 2022 - 2023

Strategic Focus Area: Public Streets and Sidewalks

Repairs

Street Repairs: Improve streets in poor condition in neighborhoods and near schools and parks	Costs: Staff recommends allocating \$250,000 for streets 25 pci and below	Staff Time: 15-25 hrs – field street analysis; prepare repair plan; prepare bid plans; contract management.	On going
PMP: Implement a Pavement Management Program (PMP) in FY 23	Costs: \$75,000 (carry over from FY 21-22)	Staff Time: 25-30 hrs –prepare bid plans; city council reports and contract management.	Summer/Fall 22

Traffic Calming

Traffic Calming: Continue traffic control and calming strategies and projects	Costs: Unknown. City was awarded a CalTrans grant to create mobility plan to improve safety especially around schools	Staff Time: 15-25 hrs – grant management, contract preparation, city council reports and contract management.	Summer 22
Vision Zero Plan: Develop Vision Zero Plan for Council review/approval	Costs: Estimate of \$50,000 to \$75,000	Staff Time: 25-30 hrs –prepare bid plans; council reports and contract management.	Summer/Fall 22

Strategic Focus Area: Revenue, Economic Development, and Budget

Economic Development

Economic Development Plan: Seek a RFP for an Economic Development Plan	Costs: \$50,000, this is carry over from FY 21-22	Staff Time: 10-15 hrs – prepare bid proposal, contract preparation, city council reports and contract management	On going
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Budget Expenditures

Equipment, Technology and Resources: Develop a prioritized list of equipment (vehicles, etc.) and technology (computers, programs, etc.) needs for Council review and vote	Costs: Unknown	Staff Time: 15 -20 hrs – prepare report, council presentation	February 23 - Report to be completed for mid-year budget update
Improve Staff Pay and ok Nonmonetary Benefits.	Costs: Varies, depending on City Council's direction	Staff Time: 5 hrs – prepare report, council presentation	On-going

Strategic Focus Area: Public Safety/Law Enforcement & Homelessness

Public Safety

Traffic Enforcement: Increase traffic control deputy from half-time to fulltime	Costs: \$233,000. This items will increase the Sheriff's contract in FY 22-23. This item will be built into future budgets, unless directed to remove from City Council.	Staff Time: .5 hrs – notify contracts division of sheriff's department	Summer 22
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Strategic Focus Area: Community Life

Communications

Communication Specialist: Increase Communications Specialist from ½ to fulltime	Costs: approximately \$50,000 which includes salary, benefits and retirement costs.	Staff Time: 1 hrs – internal processes in HR and Finance	Summer 22
Council Meetings: A report will be prepared for City Council's consideration that would detail equipment and building costs to provide broadcasting of City Council meetings.	Costs: Will be determined on report to council.	Staff Time: 25-30hrs. The Staff will be dedicated to create the report with several alternatives.	Fall 2022

Parks/Park Space/Open Space

Rec. Center: Conduct Feasibility study for opening recreation center on Saturdays	Costs: Unknown, until report is completed.	Staff Time: 7 to 10 hrs – research, costs analysis and create report for City Council	Summer 22
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CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 1.A
Meeting Date: September 6, 2022
Submitted to: Honorable Mayor and Members of the City Council
Department: City Manager's Office
Staff Contact: Kristen Steinke, City Attorney
Item Title: **Waive the Full Text Reading of all Ordinances**

Summary: Waive the full text reading of all ordinances included in this agenda. Ordinances shall be introduced and adopted by title only.

Environmental Review:

- Not subject to review Negative Declaration
 Categorical Exemption, Section | Mitigated Negative Declaration

Fiscal Impact: None.

Public Notification: None.



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. **1.B**
Meeting Date: September 6, 2022
Submitted to: Honorable Mayor and Members of the City Council
Department: City Manager's Office
Staff Contact: Joseph Ware, Finance Manager
 jware@lemongrove.ca.gov
Item Title: **City of Lemon Grove Payment Demands**

Recommended Action: Ratify Demands.

Environmental Review:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Not subject to review | <input type="checkbox"/> Negative Declaration |
| <input type="checkbox"/> Categorical Exemption, Section | <input type="checkbox"/> Mitigated Negative Declaration |

Fiscal Impact: None.

Public Notification: None.

City of Lemon Grove Demands Summary

Approved as Submitted:

Joseph Ware, Finance Manager

For Council Meeting: 09/06/22

ACH/AP Checks 07/25/22-08/26/22	4,955,987.18
Payroll - 07/26/22	149,514.28
Payroll - 08/09/22	140,727.86
Payroll - 08/23/22	147,158.79

Total Demands 5,393,388.11

CHECK NO	INVOICE NO	VENDOR NAME	CHECK DATE	Description	INVOICE AMOUNT	CHECK AMOUNT
ACH	Refill 7/22/22	Pitney Bowes Global Financial Services LLC	07/25/2022	Postage Usage 7/22/22	250.00	250.00
ACH	Jun22	San Diego County Sheriff's Department	07/27/2022	Law Enforcement Services - Jun'22	533,071.59	533,071.59
ACH	132359	Aflac	07/28/2022	AFLAC Insurance 7/27/22	1,561.06	1,561.06
ACH	Jul26 22	Employment Development Department	07/28/2022	State Taxes 7/26/22	10,024.90	10,024.90
ACH	16852522 16852561 16852551 16852531 16852541	California Public Empl Retirement System	07/29/2022	PERS Annual Unfunded Accrued Liability 1241 - FY'23 PERS Annual Unfunded Accrued Liability 15027 - FY'23 PERS Annual Unfunded Accrued Liability 26803 - FY'23 PERS Annual Unfunded Accrued Liability 3602 - FY'23 PERS Annual Unfunded Accrued Liability 25577 - FY'23	552,211.00 3,290.00 3,365.00 202,333.00 2,851.00	764,050.00
ACH	Jul13-Jul26 22	Calpers Supplemental Income 457 Plan	07/29/2022	457 Plan 7/13/22-7/26/22	6,452.67	6,452.67
ACH	Jul26 22	US Treasury	07/29/2022	Federal Taxes 7/26/22	34,019.42	34,019.42
ACH	Jul22	Wage Works	07/31/2022	FSA Reimbursement - Jul'22	2,998.77	2,998.77
ACH	1000334553	City of San Diego	08/02/2022	Metro Sewer System FY23 - QTR1- 7/1/22-9/30/22	710,558.00	710,558.00
ACH	Jul22	Sedgwick Claims Management Services, Inc.	08/02/2022	CLG Workers Comp Claims - Jul'22	2,556.94	2,556.94
ACH	Aug22	Pers Health	08/02/2022	Pers Health Insurance - Aug'22	50,484.66	50,484.66
ACH	13511307	LEAF	08/03/2022	Ricoh C3502 Copier System-PW Yard - Jul'22	138.27	138.27
ACH	Stmt 7/28/22	Home Depot Credit Services	08/03/2022	Home Depot Purchases - Jul'22	1,010.16	1,010.16
ACH	Jun15-Jul12 22	California Public Empl Retirement System	08/03/2022	Pers Retirement 6/15/22-7/12/22	64,784.70	64,784.70
ACH	SpclCmpFY22	California Public Empl Retirement System	08/03/2022	Special Compensation Fire - FY'22	35,635.63	35,635.63
ACH	5/23/2022 6/23/2022 6000721810 82131759 6/1/2022 6/11/2022 6/9/2022 6/19/2022 6/1/2022 5/30/2022 6/18/2022 6/1/2022 5/29/2022 6/7/2022 6/4/2022 3105512251 80001680120 9907971523 9908704289 9908704290 9906940355 9909260101	Wells Fargo	08/04/2022	AT&T - Backup City Hall Internet- 5/23/22-6/22/22 AT&T - Backup City Hall Internet- 6/23/22-7/22/22 Canon Solutions - Canon Maintenance-Copier Usage 2/27/22-5/26/22 Corelogic - Realquest Graphics Package - Apr22 Cox - Calsense Modem Line: 7071 Mt Vernon/Berry St Pk 6/1-30/22 Cox - Calsense Modem Line: 2259 Washington 6/11/22-7/10/22 Cox - Calsense Modem Line: 8235 Mt Vernon/Berry St Pk 6/9/22-7/8/22 Cox - Phone/PW Yard/2873 Skyline- 6/19/22-7/18/22 Cox - Phone/City Hall 6/1/22-6/30/22 Cox - Internet/Comm Ctr- 5/30/22-6/29/22 Cox - City Manager Fax Line- 6/18/22-7/17/22 Cox - MainPhone/Fire 6/1/22-6/30/22 Cox - City Hall Fire Alarm 5/27/22-6/26/22 Cox - PEG Circuit Svc- 6/7/22-7/6/22 Cox - Phone/Internet/Rec Ctr/3131 School Ln- 6/4/22-7/3/22 Pitney Bowes - Postage Meter Rental 3/30/22-6/29/22 Shred-it - Shredding Service 5/11/22 Verizon - Modems - Cardiac Monitors - 5/4/22-6/3/22 Verizon - City Phone Charges- 5/13/22-6/12/22 Verizon - PW Tablets- 5/13/22-6/12/22 Verizon - MDC Engine Tablets- 4/21/22-5/20/22 Verizon - MDC Engine Tablets- 5/21/22-6/20/22	85.60 85.60 1,118.03 300.00 26.75 26.75 80.39 211.34 804.48 110.39 4.39 479.41 91.79 160.70 338.75 178.65 100.67 42.12 188.34 151.36 418.56 362.48	5,366.55
ACH	Jul22-CC Jul22-CC	Wells Fargo	08/10/2022	Credit Card Processing-Mo.Svc - Jul'22 Credit Card Transaction Fees- Jul'22	9.95 1,271.06	1,281.01
ACH	Aug9 22	Employment Development Department	08/11/2022	State Taxes 8/9/22	8,412.56	8,412.56
ACH	Jul27-Aug9 22	Calpers Supplemental Income 457 Plan	08/12/2022	457 Plan 7/27/22-8/9/22	6,452.67	6,452.67
ACH	Refill 8/15/22	Pitney Bowes Global Financial Services LLC	08/16/2022	Postage Usage 8/15/22	250.00	250.00
ACH	Aug9 22	US Treasury	08/16/2022	Federal Taxes 8/9/22	29,318.69	29,318.69
ACH	82904482	WEX Bank	08/17/2022	Fuel - Fire Dept/Animal Control - Jul'22	3,850.93	3,850.93

CHECK NO	INVOICE NO	VENDOR NAME	CHECK DATE	Description	INVOICE AMOUNT	CHECK AMOUNT
ACH	1016886086	California Public Empl Retirement System	08/24/2022	GASB-68 Reports & Schedules	1,750.00	1,750.00
ACH	Aug23 22	Employment Development Department	08/24/2022	State Taxes 8/23/22	11,411.70	11,411.70
ACH	452760	Aflac	08/25/2022	AFLAC Insurance 8/25/22	1,561.06	1,561.06
ACH	Jul13-Aug9 22	California Public Empl Retirement System	08/25/2022	Pers Retirement 7/13/22-8/9/22	67,534.79	67,534.79
ACH	Aug10-Aug23 22	Calpers Supplemental Income 457 Plan	08/26/2022	457 Plan 8/10/22-8/23/22	6,377.67	6,377.67
16032	01-6307253	AppleOne Employment Services	07/27/2022	Temp Replacement/Exec Asst 5/9/22-5/12/22	819.36	819.36
16033	VOID	VOID	07/27/2022	VOID	-	-
16034	6/13/22-7/12/22	AT&T	07/27/2022	Phone Service 6/13/22-7/12/22	95.28	95.28
16035	5656819465 5656911808 5656928213 5656933118 5656950199 5656969636 5656971024 5656977302 5656977303	AutoZone, Inc.	07/27/2022	Supplies - PW Fleet AC Delco Battery - LGPW#30 '03 Volvo Roller Diesel Exhaust Fluid Nitrile Gloves Windshield Washer Fluid/Diesel Exhaust Fluid Degreaser Supplies - PW Fleet Duralast Battery - LGPW#03 '00 Ford Ranger Return/Duralast Battery - LGPW#03 '00 Ford Ranger	45.26 80.91 40.06 63.34 54.91 19.27 33.15 132.04 -132.04	336.90
16036	14987	Balestreri, Potocki & Holmes	07/27/2022	Legal Svcs: File 1019-224 - thru 6/30/22	1,550.00	1,550.00
16037	2022.4371	Chen Ryan Associates Inc.	07/27/2022	Prof Svcs: Sidewalk Master Plan (Contract 2022.27) thru 6/30/22	24,266.43	24,266.43
16038	5049-Apr 5049-Jun 5049-Jun 5049-May 5049-May ACSERV-Apr2022 ACSERV-Jun2022 ACSERV-Jun2022 ACSERV-May2022 ACSERV-May2022	City of Chula Vista	07/27/2022	Animal Control Services- Apr'22 Animal Control Services- Jun'22 Animal Control Vehicle Lease Agrmt - Jun'22 Animal Control Vehicle Lease Agrmt - May'22 Animal Control Services- May'22 After Hours Calls- Apr'22 Credit/Impound Fees/Animal Control Services - Jun'22 After Hours Calls- Jun'22 Credit/Impound Fees/Animal Control Services - May'22 After Hours Calls- May'22	22,354.00 22,354.00 650.00 650.00 22,354.00 195.82 -435.00 1,174.92 -200.00 587.46	69,685.20
16039	19	City of El Cajon	07/27/2022	Overtime Reimbursement - Kelsen 7/2/22	1,434.67	1,434.67
16040	24452 24452 24452 24511	City of La Mesa	07/27/2022	Overtime Reimbursement - Lopez 6/10/22 Overtime Reimbursement - Lopez 6/10/22 Overtime Reimbursement - Sergeant 6/17/22 Household Hazardous Waste Event- 6/18/22	221.11 1,105.56 1,557.10 1,116.00	3,999.77
16041	4364 4365 4366 4367 4368	Clothing International, Inc	07/27/2022	Protective Clothing - PW - Work Shirts Protective Clothing - PW - Work Shirts/Pants Protective Clothing - PW - Work Shirts/Pants Protective Clothing - PW - Caps Protective Clothing - PW - Work Shirts/Work Pants	656.84 2,013.85 1,195.38 1,085.21 303.68	5,254.96
16042	7227 7229 7334 7343 7344 7345 7347 7358	D- Max Engineering Inc	07/27/2022	Golden Doors Inspections 4/1/22-4/30/22 8373 Broadway Inspections 4/1/22-4/30/22 2770 Glebe Rd PAR Review 4/21/22-6/30/22 8016 Broadway Inspections 6/1/22-6/30/22 Golden Doors Inspections 6/1/22-6/30/22 Noble St Inspections 6/1/22-6/30/22 8373 Broadway Inspections 6/1/22-6/30/22 D-Max Stormwater Prof Svcs 6/1/22-6/30/22	207.44 277.02 402.00 301.68 273.51 604.53 667.21 1,159.00	3,892.39
16043	2424	Dean Gazzo Roistacher LLP	07/27/2022	Legal Svcs: GHC0025482	730.50	730.50
16044	0712229905	Domestic Uniform Rental	07/27/2022	Shop Towels & Safety Mats 7/12/22	47.20	47.20
16045	INV1022481 INV1023029	George Hills Company	07/27/2022	TPA Claims- Adjusting/Other Services - Mar'22 TPA Claims- Adjusting/Other Services - May'22	1,341.00 1,116.00	2,457.00
16046	16629	Government Training Agency/Regional Training Ctr	07/27/2022	Employment Relations Consortium Fees- FY23	672.00	672.00
16047	74022501	Hawthorne Machinery Co	07/27/2022	Equip Rental - Excavation Bucket/Krypto Klaw	2,835.36	2,835.36
16048	SIN019961	HDL Coren & Cone	07/27/2022	Contract Services Property Tax - Jul - Sep 2022	2,481.47	2,481.47
16049	70712	Horrocks Engineers Inc	07/27/2022	Prof Eng Svcs: FY19/20 Sewer Rehab Proj thru 6/30/22	461.50	461.50
16050	7/26/22	ICMA	07/27/2022	ICMA Deferred Compensation Pay Period Ending 7/26/22	780.77	780.77
16051	910	Local Government Consultants, LLC	07/27/2022	State Mandated Cost Svc-FY222 Claims Prep	1,750.00	1,750.00
16052	Motive	Motive Energy	07/27/2022	Refund/Motive Energy/Duplicate Payment	83.00	83.00

CHECK NO	INVOICE NO	VENDOR NAME	CHECK DATE	Description	INVOICE AMOUNT	CHECK AMOUNT
16053	8281407487	Motorola Solutions, Inc.	07/27/2022	800 mHz Batteries	1,312.40	1,312.40
16054	7914 7970	North County EVS, Inc.	07/27/2022	E310 AM Service & Safety Inspection/Replace Window/Pump Panel E210 AM Service/Repair Horn Malfunction	14,191.39 429.36	14,620.75
16055	Patton	Patton, Rachel	07/27/2022	Refund/Patton, Rachel/Patton, Fatamata- Daycamp Wk 6	65.00	65.00
16056	89333	Rick Engineering Company	07/27/2022	Prof Svc: City Engineer 5/28/22-6/24/22	66,424.04	66,424.04
16057	AR174573 AR174573	San Diego Association of Governments/ARJIS	07/27/2022	SanDAG Member Agency Assessment - FY23 Criminal Justice Clearinghouse Assessment - FY23	9,793.00 1,447.00	11,240.00
16058	Schmidt Fire	Schmidt Fire Protection	07/27/2022	Refund/Schmidt Fire Protection/Duplicate Payment	30.00	30.00
16059	20399	Smart Cover Systems Inc.	07/27/2022	Repairs/Sewer Camera - Sanitation 9/23/21	120.00	120.00
16060	CLG-100 CLG-101	Smith Air Conditioning	07/27/2022	Service Call - AC Unit Repair/Unit #4- City Hall Service Call - AC Unit Repair- Comm Ctr	195.00 558.00	753.00
16061	Jul 12 Jul 26	Southern CA Firefighters Benefit Trust	07/27/2022	LG Firefighters Benefit Trust 7/12/22 LG Firefighters Benefit Trust 7/26/22	830.70 830.70	1,661.40
16062	128061694-0001	Sunbelt Rentals Inc.	07/27/2022	Propane	14.01	14.01
16063	13682	T-Man Traffic Supply	07/27/2022	Signs & Supplies- Streets	1,517.67	1,517.67
16064	00120623	The East County Californian	07/27/2022	Notice of Election 7/15/22	115.50	115.50
16065	Thompson Bldg	Thompson Building Materials	07/27/2022	Refund/Thompson Building Materials/Duplicate Payment	264.00	264.00
16066	25313	Utility Cost Management LLC	07/27/2022	Telecom Audit Fee/Cost Savings - Apr-Jun'22	4,061.38	4,061.38
16067	21615	Van Dermyden Makus	07/27/2022	Legal Svcs: Matter 02418 thru 6/30/22	3,920.97	3,920.97
16068	73340950	Vulcan Materials Company	07/27/2022	Asphalt/SS1H 4.5 Gallon Bucket	199.40	199.40
16069	81034909	Waxie Sanitary Supply	07/27/2022	Janitorial Supplies	516.81	516.81
16070	Alexander	Alexander, Patrice	08/03/2022	Refund/Alexander, Patrice/Daycamp - Barranco, Roman & Ben Wk 4&5	360.00	360.00
16071	44590 45425 45431	Anita Fire Hose Company Etc	08/03/2022	6 Year Fire Extinguisher Maintenance - Fire Station 6 Year Fire Extinguisher Maintenance - Fire Stn 6 Year Fire Extinguisher Maintenance - Fire Stn	54.41 48.18 115.02	217.61
16072	Aquino	Aquino, Naela	08/03/2022	Refund/Aquino, Naela/Deposit - Courtyard- 7/30/22	300.00	300.00
16073	18523762	AT&T	08/03/2022	Fire Backup Phone Line- 6/22/22-7/21/22	46.60	46.60
16074	L1678	Aztec Landscaping Inc	08/03/2022	Landscape Mgmt Svc - Jun'22	9,339.53	9,339.53
16075	1245	Badawi & Associates	08/03/2022	FY2022 Audit - Progress Billing #1	14,550.75	14,550.75
16076	Aug2022 Jul2022 Jun2022	Benefit Coordinators Corporation (BCC)	08/03/2022	Dental Insurance- PPO -Aug'22 Dental Insurance- PPO -Jul'22 Dental Insurance- PPO -Jun'22	4,235.90 4,120.30 5,205.20	13,561.40
16077	1485-Ret	Cal Roof Inc	08/03/2022	Roof Repair - Recreation Ctr (CUPCCA 2021-22) - Retention	2,223.75	2,223.75
16078	2022.4365 2022.4367	Chen Ryan Associates Inc.	08/03/2022	Prof Svc: Connect Main St Ph 3 thru 7/2/22 Prof Svc: Connect Main St Ph 1-2 thru 7/2/22	530.00 3,340.00	3,870.00
16079	3100	Clark Telecom & Electric Inc.	08/03/2022	Street Light Dig-Alert Markouts- May'22	1,057.60	1,057.60
16080	Jul22	Colonial Life	08/03/2022	Colonial Optional Insurance Jul-22	256.16	256.16
16081	23CTOFLGN01	County of San Diego- RCS	08/03/2022	800 MHZ Network - Jul'22	1,767.00	1,767.00
16082	7232 7332 7335 7346	D- Max Engineering Inc	08/03/2022	8016 Broadway Inspections 4/1/22-4/30/22 7508 Church St Plan Review 6/1/22-6/30/22 3450 West St SWQMP Review 6/1/22-6/30/22 Vista Azul Inspections 6/1/22-6/30/22	234.44 100.50 67.00 219.51	621.45
16083	Devenuta	Devenuta, Thomas	08/03/2022	Refund/Devenuta, Thomas/Partial Div Deposit CD2-200-0060	100.00	100.00
16084	170195	Fire Etc	08/03/2022	Guanlet Glove	91.59	91.59
16085	Gamester	Gamester, Sean	08/03/2022	Computer Loan Program	958.71	958.71
16086	IN314006	Geotab USA, Inc.	08/03/2022	Monthly ProPlus Plan	197.50	197.50
16087	Gonzalez	Gonzalez, Marissa	08/03/2022	Refund/Gonzalez,Marissa/Deposit - Courtyard- 7/23/22	300.00	300.00

CHECK NO	INVOICE NO	VENDOR NAME	CHECK DATE	Description	INVOICE AMOUNT	CHECK AMOUNT
16088	14943	Infrastructure Engineering Corporation	08/03/2022	Prof Svc: 7508 Church St 6/1/22-6/30/22	755.00	755.00
16089	1761	Janazz, LLC SD	08/03/2022	IT Services- City Hall- Jul'22	2,500.00	2,500.00
16090	Jordan	Jordan, Sarah	08/03/2022	Refund/Jordan, Sarah/Rental- Gazebo/BS- 7/16/22	80.00	80.00
16091	1230260	Life-Assist, Inc.	08/03/2022	Nitrile Exam Gloves	915.88	915.88
16092	1217	Pacific Design & Integration, Inc.	08/03/2022	Contract Completion/Upgrade & Replace Audio System - Comm Ctr	14,414.00	14,414.00
16093	23500049	Public Risk Innovation Solutions & Management	08/03/2022	Property Insurance Program 3/31/22-3/31/23	72,195.00	72,195.00
16094	INV00055537	RapidScale Inc.	08/03/2022	Virtual Hosting/Back Up Svc/Cloud Storage/Svr 7/31/22-8/30/22	4,333.28	4,333.28
16095	155539PS	SCA of CA, LLC	08/03/2022	Street Sweeping/Parking Lot/Power Washing/Bus Shelters - Jun'22	6,428.55	6,428.55
16096	7/22/2022 7/26/2022 7/26/2022 7/27/2022 Jun22	SDG&E	08/03/2022	3225 Olive- 6/23/22-7/22/22 3500 1/2 Main- 6/23/22-7/22/22 3601 1/2 LGA-6/23/22-7/22/22 7747 Broadway 89- 6/22/22-7/14/22 Gas & Electric 5/24/22-6/22/22	279.35 179.67 51.40 15.72 25,748.23	26,274.37
16097	81694 81695 81696	Southwest Signal Service	08/03/2022	Bi-Monthly Traffic Signal Maintenance - Jun'22 Markout Reports - Underground Service Alert - Jun'22 Traffic Signal Service Calls - Jun'22	991.65 122.04 2,740.46	3,854.15
16098	Harris	Tanya Harris,Antonee Harris & Speckman&Assoc.	08/03/2022	Claim Settlement	1,500,000.00	1,500,000.00
16099	620220390	Underground Service Alert/SC	08/03/2022	89 New Ticket Charges Jun'22	156.85	156.85
16100	STMT 6/22/2022	US Bank Corporate Payment Systems	08/03/2022	Fuel/CalOES/Sheep Fire/Hayward 6/13/22 Lodging/CalOES/Sheep Fire/Hayward 6/13/22 Mounting Tape/Phone Chargers/Case/Screen Protectors Annual Shutterstock Membership Comm Specialist/Buffer Plan Lunch & Refreshments/Interview Panel/PW Dir 6/13/22 Daycamp/Padres Game 8/3/22 CalPERS Womens Conf/Malone 8/23/22 CalPERS Educ Forum/Anaheim/Ware 10/31/22-11/3/22 CalPERS Educ Forum/Anaheim/Hidalgo 10/31/22-11/3/22 Padlocks Fuel Daycamp Supplies LGPW#28 Replace Water Pump/Serp Belt/Heater Fan 2022 Environmental NOE Filing Fee 6/7/22 Zoom Subscription - Online Mtgs Virtual Time App - City Mtgs Pipeline Assessmt Trng - Hunt/Rodriguez/Rubio Postage Business Chair - Comm Ctr Repair Bottle Filler/Water Fountain - Rec Ctr Window Replacement - Comm Ctr VIS Faucet/Spout - Fire Stn	82.18 121.00 103.60 29.00 36.00 72.76 2,300.00 149.00 449.00 449.00 184.25 119.68 1,549.61 1,014.89 52.50 93.99 19.99 2,775.00 9.50 839.37 225.00 1,840.31 247.90	12,763.53
16101	7681 7682	Aguirre & Associates	08/11/2022	Submap TM0-000-066 Map Check - Jul'22 Bonita St Dedication - Jul'22	2,490.00 272.50	2,762.50
16102	134M-KXMM-CHWR	Amazon Capital Services, Inc.	08/11/2022	32GB Extreme Compact Flash Memory Cards	106.98	106.98
16103	287682-Jul22 287683-Jul22 287684-Jul22 287685-Jul22 287686-Jul22 287687-Jul22 287688-Jul22 287689-Jul22 287690-Jul22 287691-Jul22 287692-Jul22 287693-Jul22 287694-Jul22 287695-Jul22 Burke, William	Burke, William, & Sorensen, LLP	08/11/2022	08250-0001 General Jul'22 08250-0002 Code Enf Jul'22 08250-0003 Jul'22 08250-0005 Jul'22 08250-0008 Jul'22 08250-0009 Jul'22 08250-0010 Jul'22 08250-0012.001 Jul'22 08250-0011.002 Jul'22 08250-0011.003 Jul'22 08250-0013 Jul'22 08250-0002.004 Jul'22 08250-0011.004 Jul'22 08250-0011.005 Jul'22 Refund/Burke, William & Sorensen/Overpd Business License Fee	12,134.30 33.20 116.20 66.40 19,240.44 431.60 298.80 166.00 5,316.40 1,427.60 946.20 481.40 1,660.00 394.12 40.00	42,752.66
16104	Sep 2022	California Dental Network Inc	08/11/2022	California Dental Insurance -Sep'22	296.20	296.20
16105	ENVIRO1154	California Joint Powers Insurance Authority	08/11/2022	Pollution Liability Insurance Program 7/1/22-7/1/23	1,597.00	1,597.00
16106	24518 24518	City of La Mesa	08/11/2022	Overtime Reimbursement - Carter 6/30/22 Overtime Reimbursement - Lopez 7/5/22	1,380.61 1,444.86	2,825.47
16107	1000335130	City of San Diego	08/11/2022	Municipal Sewer Transportation- FY22 Q4 4/1/22-6/30/22	9,185.72	9,185.72

CHECK NO	INVOICE NO	VENDOR NAME	CHECK DATE	Description	INVOICE AMOUNT	CHECK AMOUNT
16108	0493346	Conway Shield	08/11/2022	Helmet Shields - Brackney/Shaba	113.18	113.18
16109	08022220560	DAR Contractors	08/11/2022	Animal Disposal- Jul'22	162.00	162.00
16110	0726229905	Domestic Uniform Rental	08/11/2022	Shop Towels & Safety Mats 7/26/22	47.45	47.45
16111	Drain Patrol	Drain Patrol	08/11/2022	Refund/Drain Patrol/Overpaid Business License Fees	19.25	19.25
16112	82614	Global Power Group, Inc	08/11/2022	PM Service - Generator/Fire Station 7/25/22	367.00	367.00
16113	151663	Granicus LLC	08/11/2022	Vision Live Subscription Annual Fee 6/27/22-6/26/23	9,602.00	9,602.00
16114	Hammer	Hammer, Arleen	08/11/2022	Refund/Hammer, Arleen/Overpaid Dog License Fee LP308216	20.00	20.00
16115	8/9/22	ICMA	08/11/2022	ICMA Deferred Compensation Pay Period Ending 8/9/22	780.77	780.77
16116	INV615427	LN Curtis & Sons	08/11/2022	Handles - 2.5" Fog Nozzle	141.35	141.35
16117	22-001	Martin, Raymond L	08/11/2022	Legal Svcs: 37-2020-00022512-CU-CO-CTL - thru 6/30/22	480.00	480.00
16118	IN1744928	Municipal Emergency Services Inc	08/11/2022	SCBA Repair	144.22	144.22
16119	PB Brown	PB Brown LLC	08/11/2022	Refund/PB Brown LLC/Overpaid Business License Fee LP11870	15.00	15.00
16120	238123	Richards, Watson & Gershon	08/11/2022	Legal Svcs: 12506-1113 thru 6/30/22	537.50	537.50
16121	3568860625/0822 4154920380/0822	SDG&E	08/11/2022	Electric Usage:St Light 7/1/22-7/31/22 Electric Usage:St Light 7/1/22-7/31/22	1,995.53 2,916.05	4,911.58
16122	4375	SoCal PPE	08/11/2022	Repairs - Turnouts	238.79	238.79
16123	508899	South Coast Emergency Vehicle Services	08/11/2022	Bearing/Lift Cylinders - E10	499.25	499.25
16124	101210 102504	Tyson & Mendes, LLP	08/11/2022	Legal Svcs: GHC0019886- 2/9/22-4/30/22 Legal Svcs: GHC0019886- 5/27/22-5/31/22	75.00 559.64	634.64
16125	6602213	US Bank- Corporate Trust Services	08/11/2022	Admin Fees- 2014 Refunding Tabs: 7/1/22-6/30/23	2,750.00	2,750.00
16126	0001573159-IN	WEX Health, Inc.	08/11/2022	COBRA - Monthly/Jul'22	85.00	85.00
16127	241553	Allstar Fire Equipment Inc	08/17/2022	Turnouts	3,209.61	3,209.61
16128	5656053472 5656059573	AutoZone, Inc.	08/17/2022	Supplies - PW Fleet Funnels	64.88 10.86	75.74
16129	L1740 L1740	Aztec Landscaping Inc	08/17/2022	Materials - Irrigation Repairs - Various Locations Labor - Irrigation Repairs - Various Locations	647.63 1,216.00	1,863.63
16130	5409190	Bearcom Group Inc.	08/17/2022	Portable Radios Monthly Contract 7/22/22-8/21/22	150.00	150.00
16131	Aug2022 Aug2022	Benefit Coordinators Corporation (BCC)	08/17/2022	Life Insurance - Aug'22 LTD Insurance - Aug'22	583.20 685.67	1,268.87
16132	62930 62931	Boot World Inc	08/17/2022	Work Boots - Rubio Work Boots - Rodriguez	155.86 243.48	399.34
16133	288511-Jul22 288512-Jul22 288513-Jul22 288514-Jul22 288515-Jul22 288516-Jul22 288517-Jul22 288518-Jul22 288519-Jul22 288520-Jul22	Burke, William, & Sorensen, LLP	08/17/2022	08250-0001 General Jul'22 08250-0005 Jul'22 08250-0009 Jul'22 08250-0010 Jul'22 08250-0012.002 Jul'22 08250-0011.002 Jul'22 08250-0011.003 Jul'22 08250-0011.004 Jul'22 08250-0011.005 Jul'22 08250-0008 Jul'22	7,018.15 83.00 49.80 132.80 298.80 601.65 1,660.00 182.60 83.00 6,693.76	16,803.56
16134	47 93 93 93 93 93	City of El Cajon	08/17/2022	HCFA Assessments - QTR 1 FY22/23 Overtime Reimbursement - Abell 7/16/22 Overtime Reimbursement - Cameron 7/17/22 Overtime Reimbursement - Diaz 7/9/22 Overtime Reimbursement - Groller 7/14/22 Overtime Reimbursement - Lopez 7/14/22 Overtime Reimbursement - Lopez 7/19/22	91,675.82 1,509.94 1,368.10 1,402.26 1,437.24 1,301.96 1,301.96	99,997.28
16135	24537 24537 24537	City of La Mesa	08/17/2022	Overtime Reimbursement - Kleist 7/14/22 Overtime Reimbursement - Lopez 7/18/22 Overtime Reimbursement - Provence 7/15/22	1,711.38 1,517.04 1,392.90	4,621.32
16136	7368 7369 7370	D- Max Engineering Inc	08/17/2022	1993 Dain Dr Inspections 7/1/22-7/31/22 7508 Church St Inspections 7/1/22-7/31/22 7946 Broadway Kelvin Inspections 7/1/22-7/31/22	171.75 174.88 258.88	1,974.52

CHECK NO	INVOICE NO	VENDOR NAME	CHECK DATE	Description	INVOICE AMOUNT	CHECK AMOUNT
	7371			8016 Broadway Inspections 7/1/22-7/31/22	230.88	
	7372			8373 Broadway Inspections 7/1/22-7/31/22	199.75	
	7373			Golden Doors Inspections 7/1/22-7/31/22	283.75	
	7374			Noble St Inspections 7/1/22-7/31/22	230.88	
	7375			8016 Broadway Temp Stockpile Inspections 7/1/22-7/31/22	224.00	
	7376			Vista Azul Inspections 7/1/22-7/31/22	199.75	
16137	Reimb- 8/16/22	Dershem, Shaun	08/17/2022	Reimb- Supplies/State of the City Address 8/10/22	75.07	75.07
16138	486758	EW Truck & Equipment Company, Inc.	08/17/2022	Supply - PW Fleet	5.24	28.62
	486759			Supply - PW Fleet	23.38	
16139	Aug-22	Fidelity Security Life Insurance Company	08/17/2022	Vision Insurance -Aug22	289.20	289.20
16140	170842	Fire Etc	08/17/2022	Wheel Chocks	321.10	321.10
16141	2505	G & G Backflow Plumbing Service	08/17/2022	Repaired & Tested Backflows	3,220.13	3,220.13
16142	5872	Harmony Environmental Services, Inc	08/17/2022	Hazmat Cleanup/El Roy Dr/SD Unit Unavailable 7/13/22	1,265.55	1,265.55
16143	Reimb-8/9/22	Hidalgo, Roberto	08/17/2022	Mileage/Workers' Comp Symposium/La Palma/Hidalgo 8/4/22	135.00	135.00
16144	HS-5607-0020	Home Start, Inc.	08/17/2022	LG Homeless Outreach - Jul'22	3,584.80	3,584.80
16145	00114388	Hudson Safe-T- Lite Rentals	08/17/2022	4 Wheel Stripping Carts	189.44	189.44
16146	22-5172	I Love a Clean San Diego	08/17/2022	ILACSD Recycling Educ Community Outreach Events thru 7/31/22	550.00	550.00
16147	152857	Knott's Pest Control, Inc.	08/17/2022	Monthly Bait Stations- Civic Ctr- Aug'22	60.00	120.00
	152856			Monthly Bait Stations- Sheriff- Aug'22	60.00	
16148	INV41155	Logicopy	08/17/2022	Ricoh C3502 Copier Contract Charge -PW Yard-7/7/22-8/6/22	51.58	346.12
	INV41155			Ricoh C3502 Copier Contract Usage Charge -PW Yard-4/7/22-7/6/22	242.96	
	INV41318			Ricoh C3502 Copier Contract Charge -PW Yard-8/7/22-9/6/22	51.58	
16149	IN1749031	Municipal Emergency Services Inc	08/17/2022	Wildland Gloves	1,789.95	1,789.95
16150	40120	My Auto Pro Inc	08/17/2022	LGPW#35 '04 Ford Expedition- Diagnose Starter Problem	95.00	95.00
16151	76185734	Occupational Health Centers of CA, A Med Cor	08/17/2022	Medical Exam - 8/1/22	190.00	190.00
16152	10457-1.1	PAL General Engineering, Inc.	08/17/2022	FY20/21 Street Improvements/Golden - ADA Ramp 7/11/22-8/10/22	158,635.75	158,635.75
16153	PD-51541	Plumbers Depot Inc	08/17/2022	Sewer Camera- Connectors	166.14	852.66
	PD-51564			Sewer Camera- Replace Lamps	686.52	
16154	89596	Rick Engineering Company	08/17/2022	Prof Svc: City Engineer 6/25/22-7/29/22	59,965.82	59,965.82
16155	88	RXR Plumbing, Inc.	08/17/2022	Plumbing Repair - Fire Stn 8/4/22	2,125.00	2,125.00
16156	017483615	San Diego Union Tribune	08/17/2022	Notice of Public Hearing - PDP-210-0001 6/17/22	517.90	1,095.80
	017483615			Notice of Public Hearing - TM-000-0066/PDP-210-0002 6/11/22	577.90	
16157	155684PS	SCA of CA, LLC	08/17/2022	Street Sweeping - Cedral Place - 7/28/22	180.00	180.00
16158	Jul22	SDG&E	08/17/2022	Gas & Electric 6/23/22-7/22/22	27,663.75	27,663.75
16159	121789343-001	SiteOne Landscape Supply, LLC	08/17/2022	Playground Mulch - Berry St Park	3,265.25	3,325.10
	121848722-001			E-Z Reachers/Lifeguard Hat	59.85	
16160	5706	Spring Valley Lawn Mower Shop	08/17/2022	Fuel/Air Filter/Motor Oil/Water Pump Tuneup - PW/Streets	192.25	883.78
	5707			Carb Assembly/Spark Plug/Oil/Generator Tuneup - PW/Streets	337.12	
	5731			Motor Oil/Spark Plug/Water Pump Tuneup - PW/Streets	173.33	
	5732			Air Filter/Motor Oil/Spark Plug/Generator Tuneup - PW/Streets	181.08	
16161	121938888-0007	Sunbelt Rentals Inc.	08/17/2022	Equip Rental - Post Shore - Senior Ctr	127.97	127.97
16162	22162	Van Dermyden Makus	08/17/2022	Legal Svcs: Matter 02418 thru 7/31/22	4,233.87	4,233.87
16163	73350838	Vulcan Materials Company	08/17/2022	Asphalt	126.18	764.50
	73360762			Asphalt/SS1H 4.5 Gallon Bucket	186.76	
	73364921			Asphalt/SS1H 4.5 Gallon Bucket	451.56	
16164	81083908	Waxie Sanitary Supply	08/17/2022	Janitorial Supplies	1,504.73	1,504.73
16165	7615	Aguirre & Associates	08/24/2022	Vista Azul Map Check - May'22	472.50	472.50
16166	1614-D1H3-QMHJ	Amazon Capital Services, Inc.	08/24/2022	Refreshments - State of the City Address 8/10/22	131.64	222.72
	1W97-P63F-T7JX			Refreshments - State of the City Address 8/10/22	71.96	
	1Y67-9M43-CWFG			Election Supplies	19.12	
16167	L1072895WH	American Messaging	08/24/2022	Pager Replacement Program 8/1/22-8/31/22	51.24	51.24

CHECK NO	INVOICE NO	VENDOR NAME	CHECK DATE	Description	INVOICE AMOUNT	CHECK AMOUNT
16168	8/12/2022	AT&T	08/24/2022	Phone Service 7/13/22-8/12/22	103.68	103.68
16169	2022.4425 2022.4427 2022.4428	Chen Ryan Associates Inc.	08/24/2022	Prof Svc: Connect Main St Ph 1-2 thru 7/31/22 Prof Svc: Sidewalk Master Plan (Contract 2022.27) thru 7/31/22 Prof Svc: Connect Main St Ph 3 thru 7/31/22	2,250.00 22,311.79 315.00	24,876.79
16170	134 134 134 134 134	City of El Cajon	08/24/2022	Overtime Reimbursement - Padilla 8/5/22 Overtime Reimbursement - Wrisley 8/4/22 Overtime Reimbursement - Cameron 8/4/22 Overtime Reimbursement - Gibson 8/3/22 Overtime Reimbursement - Padilla 7/31/22	1,239.38 1,301.96 1,368.10 1,239.38 1,239.38	6,388.20
16171	7385	D- Max Engineering Inc	08/24/2022	0 Bonita 6/28/22-7/31/22	1,217.50	1,217.50
16172	0809229905	Domestic Uniform Rental	08/24/2022	Shop Towels & Safety Mats 8/9/22	50.35	50.35
16173	28573 28653	Excell Security, Inc.	08/24/2022	Courtyard Security Guard - 6/25/22 Courtyard Security Guard - 7/30/22	172.80 122.50	295.30
16174	Reimb 8/17/22	Fellows, Michael	08/24/2022	Reimb: Land Use Regulation Books	137.38	137.38
16175	Govea	Govea, Garrett	08/24/2022	Computer Loan Program	1,066.00	1,066.00
16176	SIN020661 SIN020661	Hinderliter De Llamas & Associates	08/24/2022	Sales Tax Audit Services - Qtr 1 2022 Contract Services - Qtr 3 2022	332.48 1,507.51	1,839.99
16177	8/23/22	ICMA	08/24/2022	ICMA Deferred Compensation Pay Period Ending 8/23/22	780.77	780.77
16178	2022147	MCA Direct LLC	08/24/2022	Candidate Election Materials	248.68	248.68
16179	IN1750875	Municipal Emergency Services Inc	08/24/2022	SCBA Fit Tests	875.00	875.00
16180	76262324	Occupational Health Centers of CA, A Med Cor	08/24/2022	Medical Exam - 8/3/22	190.00	190.00
16181	10438-03	PAL General Engineering, Inc.	08/24/2022	FY21 Street Rehab Proj #2021-15 thru 3/31/22	54,934.43	54,934.43
16182	19570A(6)	Rick Engineering Company	08/24/2022	Prof Svc: FY21-22 Sewer Replacement & Maint Proj (2021-24) Jul22	20,558.77	20,558.77
16183	INV-009967	SBRK Finance Holdings, Inc.	08/24/2022	Financial Software/Reporting/Annual Maintenance 10/18/22-10/17/23	23,267.51	23,267.51
16184	Aug 23 Aug 9	Southern CA Firefighters Benefit Trust	08/24/2022	LG Firefighters Benefit Trust 8/23/22 LG Firefighters Benefit Trust 8/9/22	830.70 830.70	1,661.40
16185	8067055300	Staples Advantage	08/24/2022	Office Supplies & Copy Paper - City Hall	357.63	357.63
16186	259885	Stryker Flex Financial	08/24/2022	Advanced Life Support 360 Service & Maintenance Agreement - FY23	35,160.00	35,160.00
16187	2500000298738	The Bike Shop at Del Sur	08/24/2022	Repairs/Bicycle Maint/Lemon Grove Sheriff Bike Patrol	153.86	153.86
16188	STMT 7/22/2022	US Bank Corporate Payment Systems	08/24/2022	Paving Supplies/Sanitation Supplies LGPW#08 '98 Ford Ranger - Repair Thermostat/AC LGPW#20 '00 GMC - Repair AC Fire Station Refrigerator Diesel Exhaust Fluid Shower Stall Drain Protector League Conference Registration/Romero & Vasquez 9/7/22-9/9/22 Adobe Illustrator Annual Fee Comm Specialist/Buffer Plan Map Request Flowers/Service Recognition/Planning Comm/Browne & Bailey 7/19/22 Job Postings/Sr Mgmt Analyst Snacks/Interview Panel/Sr Mgmt Analyst 7/13/22 Duplicate Keys Supplies - Concerts in the Park Supplies - Movie in the Park 8/12/22 Daycamp/My Ninja Factory Fieldtrip 7/7/22 Daycamp Supplies Fuel New Timer System for Podium - Council Chambers Zoom Subscription - Online Mtgs Binders for Candidate Handbooks Virtual Time App - City Mtgs Black Cartridge - Sanitation LGPW#19 '99 Ford F350 Replace Starter/Shifter Handle GFOA Submission	355.35 557.23 275.00 1,611.13 63.97 12.92 1,200.00 239.88 36.00 8.00 12.91 525.00 52.16 168.21 43.18 577.06 1,083.00 55.02 81.49 1,047.32 93.99 21.40 19.99 103.74 1,265.69 445.00	9,954.64
					4,955,987.18	4,955,987.18



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 1.C
Meeting Date: September 6, 2022
Submitted to: Honorable Mayor and Members of the City Council
Department: City Manager's Office
Staff Contact: Steve Swaney, Fire Chief
sswaney@heartlandfire.org
Item Title: **Acceptance of FY 2021 State Homeland Security Grant Program (SHSGP) Funds**

Recommended Action:

Adopt a resolution (**Attachment A**) accepting the FY 2021 State Homeland Security Grant Program (SHSGP) funds and authorizing the City Manager to execute appropriate agreements and/or grant documents (**Attachment C**) required to receive and use said funds in accordance with SHSGP requirements.

Summary:

The City of Lemon Grove has been approved to receive \$18,884 from the State Homeland Security Grant Program from FY 21 funds. SHSGP funds play an important role in the implementation of Presidential Policy Directive-8 (PPD-8) by supporting the development and sustainment of core capabilities to fulfill the National Preparedness Goal (NPG). This amount was determined by the Unified Disaster Council's previously established and agreed upon allocation formula.

Discussion:

The SHSGP supports the implementation of State Homeland Security Strategies to address the identified planning, organizational, equipment, training and exercise needs to prevent, protect against, mitigate, respond to and recover from acts of terrorism and other catastrophic events. The funds will be used to purchase portable radios. Modifications to the equipment purchase may be made by the department.

Environmental Review:

- Not subject to review Negative Declaration
 Categorical Exemption, Section | Mitigated Negative Declaration

Fiscal Impact:

There is no direct fiscal impact to the City of Lemon Grove. No matching funds are required.

Public Notification:

None.

Staff Recommendation:

Adopt a resolution (**Attachment A**) accepting the FY 2021 State Homeland Security Grant Program (SHSGP) funds and authorizing the City Manager to execute appropriate agreements and/or grant documents (**Attachment C**) required to receive and use said funds in accordance with SHSGP requirements.

Attachments:

Attachment A – FY 2021 Resolution

Attachment B – FY 2021 SHSGP Award Letter

Attachment C – FY 2021 SHSGP Grant Assurances/Signature Authorization

RESOLUTION NO. 2022 -

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE,
CALIFORNIA, ACCEPTING FISCAL YEAR 2021 STATE HOMELAND SECURITY
GRANT PROGRAM FUNDS**

WHEREAS, the City of Lemon Grove is dedicated to providing high quality fire and EMS services to its citizens and maintaining the highest level of preparedness in order to respond to and mitigate acts of terrorism and other catastrophic events; and

WHEREAS, the State Homeland Security Grant Program distribution formula allocates \$18,884 to the City of Lemon Grove be used to respond to and/or recover from acts of terrorism and other catastrophic events; and

WHEREAS, the allocated funds will be used to purchase vital equipment used by fire department personnel to safely respond to acts of terrorism and other catastrophic events;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Lemon Grove, California, hereby

1. Accepts the Fiscal Year 2021 State Homeland Security Program funds.
2. Authorizes the City Manager to execute required grant documents and/or agreements necessary for the receipt and use of said funds.

PASSED AND ADOPTED on September 6, 2022, the City Council of the City of Lemon Grove, California, adopted Resolution No. 2022-_____, passed by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Racquel Vasquez, Mayor

Attest:

Audrey Malone, City Clerk

Approved as to Form:

Kristen Steinke, City Attorney



County of San Diego Office of Emergency Services
5580 Overland Ave., Suite 100
San Diego, CA 92123 -1251
Phone: (858) 565-3490 Fax: (858) 565-3499
Email: oes@sdcounty.ca.gov



2/18/2022

City of Lemon Grove
8054 Allison Avenue
La Mesa, CA 91942

SUBJECT: NOTIFICATION OF FEDERAL FUNDING AWARD
FY 2021 Homeland Security Grant Program (HSGP)
Subaward #2021-0081, Cal OES ID #073-00000

The purpose of this letter is to notify you that the County of San Diego Office of Emergency Services has approved your **FY2021 SHSP** award in the amount of **\$18,884** as listed below:

Subrecipient Name:	City of Lemon Grove
Subrecipient DUNS:	095899696
Federal Award ID (FAIN):	EMW-2021-SS-00081
Federal Award Date:	09/01/19 to 08/31/24
Subaward Period of Performance:	09/01/21 to 05/31/23
Subrecipient Award Amount:	\$ 18,884
Federal Award Project Description:	Implementation of homeland security management grant to support state, local, tribal and territorial efforts to prevent terrorism and other catastrophic events
Federal Awarding Agency:	US Department of Homeland Security
CFDA Number:	97.067/Homeland Security Grant Program
Research & Development Award (Y/N):	No
Indirect Cost Rate:	N/A
Match Requirement:	N/A

This grant award is subject to all provisions of Uniform Guidance (2 CFR Part 200), which can be accessed at www.ecfr.gov. Non-federal entities that expend \$750,000 or more annually in Federal Awards must have a single audit performed each year. Please forward a copy of your most current single audit report to the contact below.

Subrecipients are to comply with all applicable federal, state, and local Environmental Planning and Historic Preservation (EHP) requirements. Additionally, Aviation/Watercraft requests, Establish/Enhance Emergency Operations Center projects, projects requiring EHP review, and noncompetitive procurement requests require additional approvals. Subrecipients must obtain written approval for these activities prior to incurring any costs, in order to be reimbursed for any related costs under this Grant Subaward. Subrecipients are also required to obtain a performance bond prior to the purchase of any equipment item over \$250,000, including any aviation or watercraft financed with homeland security dollars. Performance bonds must be submitted to the contract below no later than the time of reimbursement.

Please complete and return the attached OES Grant Management Assessment Questionnaire, 2021 Grant Assurances and Signature Authorization Form, current procurement policies and salvage guidelines. A hard copy of the Grant Assurances and Signature Authorization Forms must be mailed.

[Unified San Diego County Emergency Services Organization](#)

CARLSBAD • CHULA VISTA • CORONADO • COUNTY OF SAN DIEGO • DEL MAR • EL CAJON • ENCINITAS • ESCONDIDO • IMPERIAL BEACH • LA MESA
LEMON GROVE • NATIONAL CITY • OCEANSIDE • POWAY • SAN DIEGO • SAN MARCOS • SANTEE • SOLANA BEACH • VISTA

Your performance period ends May 31, 2023. Please submit your reimbursement requests in a timely manner, no later than June 30, 2023.

For further assistance, please contact Kriztina Tresch at (858) 715-2214 or Kriztina.Tresch@sdcounty.ca.gov.

Sincerely,

Martin Kurian, Departmental Budget Manager
County of San Diego, Office of Emergency Services

cc:

Attachments: OES Grant Management Assessment Questionnaire
2021 Grant Assurances
SHSP 2021 Approved FMFW



Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

As the duly authorized representative of the Applicant, I hereby certify that the Applicant has the legal authority to apply for federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay any non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application, within prescribed timelines.

I further acknowledge that the Applicant is responsible for reviewing and adhering to all requirements within the:

- (a) Applicable Federal Regulations (see below);
- (b) Federal Program Notice of Funding Opportunity (NOFO);
- (c) Federal Preparedness Grants Manual;
- (d) California Supplement to the NOFO; and
- (e) Federal and State Grant Program Guidelines.

Federal Regulations

Government cost principles, uniform administrative requirements, and audit requirements for federal grant programs are set forth in Title 2, Part 200 of the Code of Federal Regulations (C.F.R.). Updates are issued by the [Office of Management and Budget \(OMB\)](http://www.whitehouse.gov/omb/) and can be found at <http://www.whitehouse.gov/omb/>.

State and federal grant award requirements are set forth below. The Applicant hereby agrees to comply with the following:

1. Proof of Authority

The Applicant will obtain proof of authority from the city council, governing board, or authorized body in support of this project. This written authorization must specify that the Applicant and the city council, governing board, or authorized body agree:

- (a) To provide all matching funds required for the grant project and that any cash match will be appropriated as required;
- (b) Any liability arising out of the performance of this agreement shall be the responsibility of the Applicant and the city council, governing board, or authorized body;
- (c) Grant funds shall not be used to supplant expenditures controlled by the city council, governing board, or authorized body;



Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

- (d) Applicant is authorized by the city council, governing board, or authorized body to apply for federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of project cost, if any) to ensure proper planning, management and completion of the project described in this application; and
- (e) Official executing this agreement is authorized by the Applicant.

This Proof of Authority must be maintained on file and readily available upon request.

2. Period of Performance

The period of performance is specified in the Award. The Applicant is only authorized to perform allowable activities approved under the award, within the period of performance.

3. Lobbying and Political Activities

As required by Section 1352, Title 31 of the United States Code (U.S.C.), for persons entering into a contract, grant, loan, or cooperative agreement from an agency or requests or receives from an agency a commitment providing for the United States to insure or guarantee a loan, the Applicant certifies that:

- (a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.



Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

The Applicant will also comply with provisions of the Hatch Act (5 U.S.C. §§ 1501- 1508 and §§ 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.

Finally, the Applicant agrees that federal funds will not be used, directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation or policy without the express written approval from the California Governor's Office of Emergency Services (Cal OES) or the federal awarding agency.

4. Debarment and Suspension

As required by Executive Orders 12549 and 12689, and 2 C.F.R. § 200.214 and codified in 2 C.F.R. Part 180, Debarment and Suspension, the Applicant will provide protection against waste, fraud, and abuse by debarring or suspending those persons deemed irresponsible in their dealings with the federal government. The Applicant certifies that it and its principals, recipients, or subrecipients:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transaction (federal, state, or local) terminated for cause or default.

Where the Applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

5. Non-Discrimination and Equal Employment Opportunity

The Applicant will comply with all state and federal statutes relating to non-discrimination, including:



Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

- (a) Title VI of the Civil Rights Act of 1964 (Public Law (P.L.) 88-352 and 42 U.S.C. § 2000d et. seq.) which prohibits discrimination on the basis of race, color, or national origin and requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services;
- (b) Title IX of the Education Amendments of 1972, (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex in any federally funded educational program or activity;
- (c) Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794), which prohibits discrimination against those with disabilities or access and functional needs;
- (d) Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. §§ 12101- 12213), which prohibits discrimination on the basis of disability and requires buildings and structures be accessible to those with disabilities and access and functional needs;
- (e) Age Discrimination Act of 1975, (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age;
- (f) Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd—2), relating to confidentiality of patient records regarding substance abuse treatment;
- (g) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), relating to nondiscrimination in the sale, rental or financing of housing as implemented by the Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units—i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)— be designed and constructed with certain accessible features (See 24 C.F.R. § 100.201);
- (h) Executive Order 11246, which prohibits federal contractors and federally assisted construction contractors and subcontractors, who do over \$10,000 in Government business in one year from discriminating in employment decisions on the basis of race, color, religion, sex, sexual orientation, gender identification or national origin;
- (i) Executive Order 11375, which bans discrimination on the basis of race, color, religion, sex, sexual orientation, gender identification, or national origin in hiring and employment in both the United States federal workforce and on the part of government contractors;
- (j) California Public Contract Code § 10295.3, which prohibits discrimination based on domestic partnerships and those in same sex marriages;



Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

- (k) DHS policy to ensure the equal treatment of faith-based organizations, under which all applicants and recipients must comply with equal treatment policies and requirements contained in 6 C.F.R. Part 19;
- (l) The Applicant will comply with California's Fair Employment and Housing Act (FEHA) (California Government Code §§ 12940, 12945, 12945.2), as applicable. FEHA prohibits harassment and discrimination in employment because of ancestry, familial status, race, color, religious creed (including religious dress and grooming practices), sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, mental and physical disability, genetic information, medical condition, age, pregnancy, denial of medical and family care leave, or pregnancy disability leave, military and veteran status, and/or retaliation for protesting illegal discrimination related to one of these categories, or for reporting patient abuse in tax supported institutions;
- (m) Any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made; and
- (n) The requirements of any other nondiscrimination statute(s) that may apply to this application.

6. Drug-Free Workplace

As required by the Drug-Free Workplace Act of 1988 (41 U.S.C. § 701 et seq.), the Applicant certifies that it will maintain a drug-free workplace and a drug-free awareness program as outlined in the Act.

7. Environmental Standards

The Applicant will comply with state and federal environmental standards, including:

- (a) California Environmental Quality Act (CEQA) (California Public Resources Code §§ 21000- 21177), to include coordination with the city or county planning agency;
- (b) CEQA Guidelines (California Code of Regulations, Title 14, Division 6, Chapter 3, §§ 15000- 15387);
- (c) Federal Clean Water Act (CWA) (33 U.S.C. § 1251 et seq.), which establishes the basic structure for regulating discharges of pollutants into the waters of the United States and regulating quality standards for surface waters;
- (d) Federal Clean Air Act of 1955 (42 U.S.C. § 7401) which regulates air emissions from stationary and mobile sources;



Standard Assurances

For Cal OES Federal Non-Disaster Grant Programs

- (e) Institution of environmental quality control measures under the National Environmental Policy Act (NEPA) of 1969 (P.L. 91-190); the Council on Environmental Quality Regulations for Implementing the Procedural Provisions of NEPA; and Executive Order 12898 which focuses on the environmental and human health effects of federal actions on minority and low-income populations with the goal of achieving environmental protection for all communities;
- (f) Evaluation of flood hazards in floodplains in accordance with Executive Order 11988;
- (g) Executive Order 11514 which sets forth national environmental standards;
- (h) Executive Order 11738 instituted to assure that each federal agency empowered to enter into contracts for the procurement of goods, materials, or services and each federal agency empowered to extend federal assistance by way of grant, loan, or contract shall undertake such procurement and assistance activities in a manner that will result in effective enforcement of the Clean Air Act and the Federal Water Pollution Control Act Executive Order 11990 which requires preservation of wetlands;
- (i) The Safe Drinking Water Act of 1974, (P.L. 93-523);
- (j) The Endangered Species Act of 1973, (P.L. 93-205);
- (k) Assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.);
- (l) Conformity of Federal Actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.);
- (m) Wild and Scenic Rivers Act of 1968 (16 U.S.C. § 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

The Applicant shall not be: 1) in violation of any order or resolution promulgated by the State Air Resources Board or an air pollution district; 2) subject to a cease and desist order pursuant to § 13301 of the California Water Code for violation of waste discharge requirements or discharge prohibitions; or 3) determined to be in violation of federal law relating to air or water pollution.



Standard Assurances

For Cal OES Federal Non-Disaster Grant Programs

8. Audits

For subrecipients expending \$750,000 or more in federal grant funds annually, the Applicant will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and Title 2 of the Code of Federal Regulations, Part 200, Subpart F Audit Requirements.

9. Cooperation and Access to Records

All Applicants must cooperate with any compliance reviews or investigations conducted by DHS. In accordance with 2 C.F.R. § 200.337, the Applicant will give the awarding agency, the Comptroller General of the United States and, if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award. The Applicant will require any subrecipients, contractors, successors, transferees and assignees to acknowledge and agree to comply with this provision.

10. Conflict of Interest

The Applicant will establish safeguards to prohibit the Applicant's employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

11. Financial Management

False Claims for Payment - The Applicant will comply with 31 U.S.C §§ 3729-3733 which sets forth that no subrecipient, recipient, or subrecipient shall submit a false claim for payment, reimbursement or advance.

12. Reporting - Accountability

The Applicant agrees to comply with applicable provisions of the Federal Funding Accountability and Transparency Act (FFATA) (P.L. 109-282), specifically (a) the reporting of subawards obligating \$30,000 or more in federal funds and (b) executive compensation data for first-tier subawards. This includes the provisions of FFATA, which includes requirements for executive compensation, and also requirements implementing the Act for the non-federal entity at 2 C.F.R. Part 25 Financial Assistance Use of Universal Identifier and Central Contractor Registration and 2 C.F.R. Part 170 Reporting Subaward and Executive Compensation Information.

13. Whistleblower Protections

The Applicant also must comply with statutory requirements for whistleblower protections at 10 U.S.C. § 2409, 41 U.S.C. § 4712, and 10 U.S.C. § 2324, 41 U.S.C. § 4304 and § 4310.



Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

14. Human Trafficking

The Applicant will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104) which prohibits grant award recipients or a subrecipient from: (1) engaging in trafficking in persons during the period of time that the award is in effect; (2) procuring a commercial sex act during the period of time that the award is in effect; (3) using forced labor in the performance of the award or subawards under the award.

15. Labor Standards

The Applicant will comply with the following federal labor standards:

- (a) The Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), as applicable, and the Copeland Act (40 U.S.C. § 3145 and 18 U.S.C. § 874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally-assisted construction contracts or subcontracts, and
- (b) The Federal Fair Labor Standards Act (29 U.S.C. § 201 et al.) as they apply to employees of institutes of higher learning (IHE), hospitals and other non-profit organizations.

16. Worker's Compensation

The Applicant must comply with provisions which require every employer to be insured to protect workers who may be injured on the job at all times during the performance of the work of this Agreement, as per the workers compensation laws set forth in California Labor Code §§ 3700 et seq.

17. Property-Related

If applicable to the type of project funded by this federal award, the Applicant will:

- (a) Comply with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchase;
- (b) Comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires subrecipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more;



Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

- (c) Assist the awarding agency in assuring compliance with Section 106 of the
- (d) National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), Executive Order 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §469a-1 et seq.); and
- (e) Comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. § 4831 and 24 CFR Part 35) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

18. Certifications Applicable Only to Federally-Funded Construction Projects

For all construction projects, the Applicant will:

- (a) Not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with federal assistance funds to assure nondiscrimination during the useful life of the project;
- (b) Comply with the requirements of the awarding agency with regard to the drafting, review and approval of construction plans and specifications; and
- (c) Provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

19. Use of Cellular Device While Driving is Prohibited

Applicants are required to comply with California Vehicle Code sections 23123 and 23123.5. These laws prohibit driving motor vehicle while using an electronic wireless communications device to write, send, or read a text-based communication. Drivers are also prohibited from the use of a wireless telephone without hands-free listening and talking, unless to make an emergency call to 911, law enforcement, or similar services.



Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

20. California Public Records Act and Freedom of Information Act

The Applicant acknowledges that all information submitted in the course of applying for funding under this program, or provided in the course of an entity's grant management activities that are under Federal control, is subject to the Freedom of Information Act (FOIA), 5 U.S.C. § 552, and the California Public Records Act, California Government Code section 6250 et seq. The Applicant should consider these laws and consult its own State and local laws and regulations regarding the release of information when reporting sensitive matters in the grant application, needs assessment, and strategic planning process.

HOMELAND SECURITY GRANT PROGRAM (HSGP) – PROGRAM SPECIFIC ASSURANCES / CERTIFICATIONS

21. Acknowledgment of Federal Funding from DHS

All recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

22. Activities Conducted Abroad

All recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

23. Best Practices for Collection and Use of Personally Identifiable Information (PII)

DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. All recipients who collect PII are required to have a publicly-available privacy policy that describes standards on the usage and maintenance of PII they collect. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy template a useful resource respectively.

24. Copyright

All recipients must affix the applicable copyright notices of 17 U.S.C. §§ 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.



Standard Assurances

For Cal OES Federal Non-Disaster Grant Programs

25. Duplication of Benefits

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies, to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions, or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

26. Energy Policy and Conservation Act

All recipients must comply with the requirements of 42 U.S.C. § 6201 which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

27. Federal Debt Status

All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. See OMB Circular A-129.

28. Fly America Act of 1974

All recipients must comply with Preference for U.S. Flag Air Carriers: (air carriers holding certificates under 49 U.S.C. § 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974 (49 U.S.C. § 40118) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

29. Hotel and Motel Fire Safety Act of 1990

In accordance with Section 6 of the Hotel and Motel Fire Safety Act of 1990, all Applicants must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the Federal Fire Prevention and Control Act of 1974, as amended, 15 U.S.C. § 2225a.



Standard Assurances

For Cal OES Federal Non-Disaster Grant Programs

30. Non-supplanting Requirement

All recipients who receive federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

31. Patents and Intellectual Property Rights

Unless otherwise provided by law, recipients are subject to the Bayh-Dole Act, Pub. L. No. 96-517, as amended, and codified in 35 U.S.C. § 200 et seq. All recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. § 401.14.

32. SAFECOM

All recipients who receive federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

33. Terrorist Financing

All recipients must comply with Executive Order 13224 and U.S. law that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.

34. Reporting of Matters Related to Recipient Integrity and Performance

If the total value of the recipient's currently active grants, cooperative agreements, and procurement contracts from all federal assistance offices exceeds \$10,000,000 for any period of time during the period of performance of this federal financial assistance award, you must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.



Standard Assurances

For Cal OES Federal Non-Disaster Grant Programs

35. USA Patriot Act of 2001

All recipients must comply with requirements of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act), which amends 18 U.S.C. §§ 175–175c.

36. Use of DHS Seal, Logo, and Flags

All recipients must obtain permission from their DHS Financial Assistance Office, prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

37. Performance Goals

In addition to the Biannual Strategy Implementation Report submission requirements outlined in the Preparedness Grants Manual, subrecipients must demonstrate how the grant-funded project addresses the core capability gap associated with each project and identified in the Threat and Hazard Identification and Risk Analysis or Stakeholder Preparedness Review or sustains existing capabilities, as applicable. The capability gap reduction or capability sustainment must be addressed in the Project Description of the BSIR for each project.

38. Applicability of DHS Standard Terms and Conditions to Tribes

The DHS Standard Terms and Conditions are a restatement of general requirements imposed upon recipients and flow down to subrecipients as a matter of law, regulation, or executive order. If the requirement does not apply to Indian tribes or there is a federal law or regulation exempting its application to Indian tribes, then the acceptance by Tribes of, or acquiescence to, DHS Standard Terms and Conditions does not change or alter its inapplicability to an Indian tribe. The execution of grant documents is not intended to change, alter, amend, or impose additional liability or responsibility upon the Tribe where it does not already exist.



Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

IMPORTANT

The purpose of the assurance is to obtain federal and state financial assistance, including any and all federal and state grants, loans, reimbursement, contracts, etc. The Applicant recognizes and agrees that state financial assistance will be extended based on the representations made in this assurance. This assurance is binding on the Applicant, its successors, transferees, assignees, etc. Failure to comply with any of the above assurances may result in suspension, termination, or reduction of grant funds.

All appropriate documentation, as outlined above, must be maintained on file by the Applicant and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the subrecipient may be ineligible for award of any future grants if the Cal OES determines that any of the following has occurred: (1) the recipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

All of the language contained within this document must be included in the award documents for all subawards at all tiers. All recipients are bound by the Department of Homeland Security Standard Terms and Conditions 2021, Version 11.4, hereby incorporated by reference, which can be found at:
<https://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions>.

The undersigned represents that he/she is authorized to enter into this agreement for and on behalf of the Applicant.

Subrecipient: City of Lemon Grove

Signature of Authorized Agent: _____

Printed Name of Authorized Agent: Lydia Romero

Title: City Manager Date: _____



**County of San Diego
Office of Emergency Services
Signature Authorization Form
FY 2021 State Homeland Security Program Grant**

For Jurisdiction: _____

Date Signed: _____

The below named personnel are authorized to request reimbursement for the State Homeland Security Program (SHSP). Authorized personnel should be your jurisdiction's management staff e.g. Director, Assistant Director, Chief, Battalion Chief, or Senior Manager.

NAME (TYPED/PRINTED)	Title	SPECIMEN SIGNATURE	TELEPHONE NUMBER	E-MAIL ADDRESS

This form supersedes all others for above indicated jurisdiction. Requests for reimbursement received from staff **not** identified in this form will **not** be processed.

Printed Name and Signature

Phone No.

Mail form to: County Office of Emergency Services, 5580 Overland Avenue Suite 100, San Diego, CA 92123

For County Departments Mail Stop: 025

For questions on this form please contact: Kevin Preston at 858-715-2214 or Kevin.Preston@sdcounty.ca.gov



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 1.D
Meeting Date: September 6, 2022
Submitted to: Honorable Mayor and Members of the City Council
Department: Community Development
Staff Contact: Michael Fellows, Community Development Manager
mfellows@lemongrove.ca.gov
Item Title: **Approval of Final Map for Tentative Map TM0065 located at 8373 Broadway**

Recommended Action: Adopt a resolution (**Attachment A**) approving the Final Map for Tentative Map TM0065 and authorize the City Clerk to accept the easements and on the Final Map.

Summary: On August 4, 2020, the Lemon Grove City Council adopted Resolution No. 2020-3758 and 2020-3759 (**Attachment B**) approving Tentative Map TM0065 which authorized 70 condominium units, on one common lot, with easements for public emergency access and utilities. The property is a 2.88 acre parcel of land located at 8373 Broadway in Lemon Grove.

KB Home Coastal, Inc., the owner of said parcel, has satisfied the conditions of approval for the proposed subdivision and requests approval of the Final Map for TM0065. Performance bonds and subdivision agreements are in place to ensure that conditions of approval are met and the project is completed in the manner approved by City Council.

If adopted, the resolution (**Attachment A**) will authorize the City Clerk to execute the Final Map and accept the easements.

Discussion:

Environmental Review:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Not subject to review | <input type="checkbox"/> Negative Declaration |
| <input type="checkbox"/> Categorical Exemption, Section | <input type="checkbox"/> Mitigated Negative Declaration |

Fiscal Impact:

The City will receive \$2,688.21 in accordance with the Regional Transportation Congestion Improvement Program (RTCIP) for each new residential unit constructed, and the Sanitization District will receive \$3,509 per unit.

Public Notification: None

Attachments:

Attachment A – Resolution

Attachment B – Adopted Resolution No. 2020-3758 and 2020-3759

RESOLUTION NO. 2022-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE, CALIFORNIA, APPROVING A FINAL MAP FOR TENTATIVE MAP TM0065

WHEREAS, On August 4, 2020, the Lemon Grove City Council adopted Resolution No. 2020-3758 and 2020-3759 approving Tentative Subdivision Map TM0065, as meeting the requirements of the City’s Subdivision Ordinance and the California Subdivision Map Act; and

WHEREAS, the Final Map for Tentative Map TM0065 attached hereto as Exhibit ‘A’ has been submitted and meets the requirements as set forth in the California Government Code section 66433, et. Seq. and is now ready for approval by the City Council; and

WHEREAS, KB Home Coastal, as the owner of the project has paid all fees required by the conditions for processing of the Final Map; and

WHEREAS, the Manager of Development Services and the City Engineer have found said Final Map of Tract No. 0065 substantially conforms to the conditionally approved Tentative Map, as required by the California Subdivision Map Act.

WHEREAS, the City has found the proposed Tentative Map and Planned Development Permit to be categorically exempt from the environmental review requirements of the California Environmental Quality Act Guidelines (Section 15332, In-Fill Development Projects).

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Lemon Grove, California, hereby finds:

1. The Final Map is consistent with the General Plan, the California Subdivision Map Act, and is in substantial conformance with the previously approved Tentative Map (TM0065); and
2. The Final Map for Tentative Map No. 0065 is hereby approved, and the City Clerk is authorized and directed to certify this fact on the face of the Final Map; and
3. All easements identified on the Final Map are accepted by the City of Lemon Grove; and
4. Authorizes the City Clerk to record a certified copy of this resolution.

PASSED AND ADOPTED on September 6, 2022, the City Council of the City of Lemon Grove, California, adopted Resolution No. 2022-_____, passed by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Racquel Vasquez, Mayor

Attest:

Audrey Malone, City Clerk

Approved as to Form:

Kristen Steinke, City Attorney

MAP NO.

SHEET 2 OF 4 SHEETS

CITY OF LEMON GROVE TMO-000-065

NOTARY'S CERTIFICATE

A NOTARY PUBLIC OR OTHER OFFICER, COMPLETING THIS CERTIFICATE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

STATE OF CALIFORNIA
COUNTY OF Sacramento
ON June 10, 2023 BEFORE ME K. Adams
A NOTARY PUBLIC, PERSONALLY APPEARED Jesse Klair

WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE MAIN INSTRUMENT AND ANY INSTRUMENTS REFERRED TO THEREIN AND WHOSE SIGNATURE(S) IS/ARE ON THE INSTRUMENT, THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND AND OFFICIAL SEAL.
SIGNATURE [Signature]
PRINT NAME, NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE: K. Adams
PRINCIPAL COUNTY OF BUSINESS: Sacramento County
COMMISSION EXPIRES: December 31, 2025
COMMISSION # OF NOTARY: 2314348

NOTARY'S CERTIFICATE

A NOTARY PUBLIC OR OTHER OFFICER, COMPLETING THIS CERTIFICATE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

STATE OF CALIFORNIA
COUNTY OF _____ BEFORE ME _____
A NOTARY PUBLIC, PERSONALLY APPEARED _____

WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE MAIN INSTRUMENT AND ANY INSTRUMENTS REFERRED TO THEREIN AND WHOSE SIGNATURE(S) IS/ARE ON THE INSTRUMENT, THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND AND OFFICIAL SEAL.
SIGNATURE _____
PRINT NAME, NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE: _____
PRINCIPAL COUNTY OF BUSINESS: _____
COMMISSION EXPIRES: _____
COMMISSION # OF NOTARY: _____

NOTARY'S CERTIFICATE

A NOTARY PUBLIC OR OTHER OFFICER, COMPLETING THIS CERTIFICATE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

STATE OF CALIFORNIA
COUNTY OF _____ BEFORE ME _____
A NOTARY PUBLIC, PERSONALLY APPEARED _____

WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE MAIN INSTRUMENT AND ANY INSTRUMENTS REFERRED TO THEREIN AND WHOSE SIGNATURE(S) IS/ARE ON THE INSTRUMENT, THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND AND OFFICIAL SEAL.
SIGNATURE _____
PRINT NAME, NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE: _____
PRINCIPAL COUNTY OF BUSINESS: _____
COMMISSION EXPIRES: _____
COMMISSION # OF NOTARY: _____



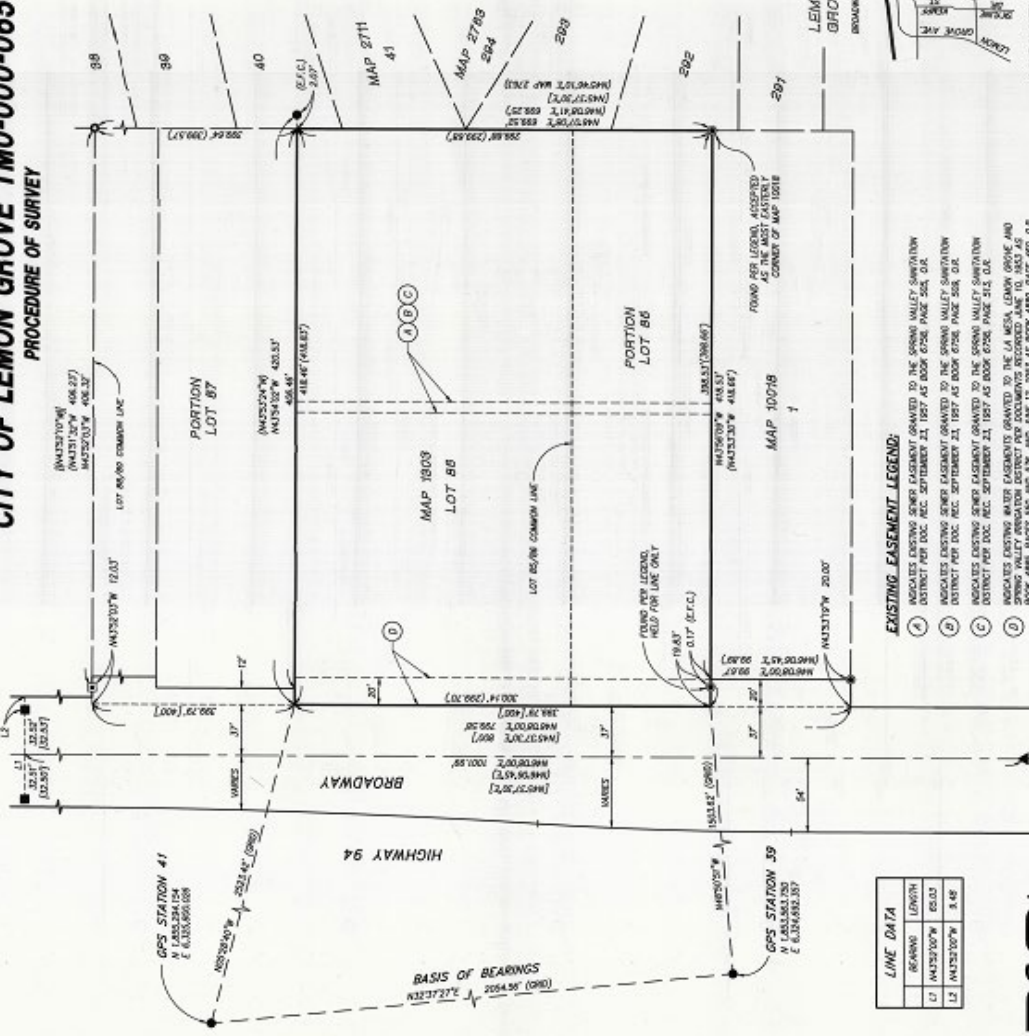
PLANNING ENGINEERING SURVEYING 787552.00

CA. COORD. INDEX: 210-1761 (CCS 27) TMO-000-065

MAP NO.

SHEET 3 OF 4 SHEETS

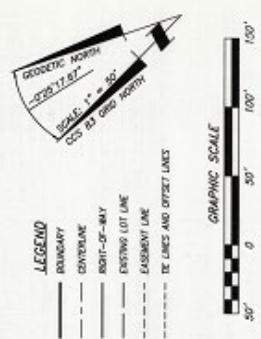
CITY OF LEMON GROVE TMO-000-065 PROCEDURE OF SURVEY



BASIS OF BEARINGS
THE BASIS OF BEARINGS FOR THIS SURVEY IS THE CALIFORNIA COORDINATE SYSTEM, ZONE 6, NAD 83 EPOCH, BASED UPON THE GRID BEARING BETWEEN GPS STATIONS 41 AND 39. THE GRID BEARING BETWEEN THESE STATIONS IS $S14^{\circ}35'52''W$ 100.00'. THE GRID DISTANCE BETWEEN THESE STATIONS IS 2054.56'. THE GRID DISTANCE BETWEEN THESE STATIONS HAVING A TOLERANCE VALUE OF ± 0.01 METERS OR BETTER PER RECORD OF SURVEY 1825.
THE BEARING FROM GPS STATION 41 TO 39 IS $S17^{\circ}37'37''W$.
GRADED BEARINGS FROM MONUMENTS MAPS OR RECORDS MAY NOT BE IN TERMS OF GRID SYSTEM.
THE CORRECTED GRID FACTOR AT GPS STATION 41 IS 0.9999818.
GRID DISTANCE = GRIDED DISTANCE \times CORRECTED SCALE FACTOR.
ELEVATION AT GPS STATION 41 IS 602.54' (MVD 25).
DISTANCES SHOWN HEREIN ARE GRID DISTANCES UNLESS OTHERWISE NOTED.

- MONUMENT LEGEND**
- ▲ INDICATES FOUND 3" BRASS PEG IN STANDARD STREET SURVEY MONUMENT CONTAINING AN INDICATION OF BOUNDARY AND QUANTITY FOUND.
 - INDICATES FOUND 1/4" IRON PIPE AND TAG STAMPED 'S.S. 4084', NO RECORD HELD FOR LINE TO ESTABLISH NORTHWEST BOUNDARY LINE UNLESS OTHERWISE NOTED.
 - INDICATES FOUND 2" IRON PIPE TAG STAMPED '602 27385' PER MAP 1001E.
 - ◉ INDICATES FOUND 5/8" SQUARE PIN IN CONCRETE, NO TAG, PER MAP 2711 & MAP 2761, ACCEPTED AS THE MOST EASTERN CORNER OF LOT 88 OF MAP 1302 AS SHOWN ON MAP 1001E.
 - INDICATES FOUND LEAD & TAG STAMPED '316 THORNTONS' PER MAP 708 AND 805 2481.
 - ◻ INDICATES FOUND LEAD & TAG, ALUMINUM, AS SHOWN ON MAP 21571, ACCEPTED AS POINT ON THE SUBSTANTIAL LINE OF LOT 86.
 - INDICATES SET LEAD & TAG STAMPED '3 8982'.
 - () INDICATES RECORD OR CALC'D DATA PER MAP 1001E UNLESS OTHERWISE NOTED.
 - () INDICATES RECORD OR CALC'D DATA PER MAP 1302.
 - || INDICATES RECORD DATA PER MAP 708.
 - || INDICATES RECORD DATA PER MAP 2157.
 - E.T.C. INDICATES ENLARGED FOR CLARITY.

NON-PLOTTABLE EASEMENT STATEMENT
THE FOLLOWING EASEMENTS HAVE NO SPACING LOCATION SET FORTH IN THE DOCUMENT AND ARE NOT PLOTTED HEREON:
SUN DREGS CONSOLIDATED GAS AND ELECTRIC COMPANY, HOLDER OF AN EASEMENT FOR PUBLIC UTILITIES AND INCIDENTAL PURPOSES PER DOCUMENT RECORDED JULY 14, 1971 AS BOOK 176 PAGE 417 OF RECORD.
PUBLIC UTILITIES COMPANY, HOLDER OF AN EASEMENT FOR PUBLIC UTILITIES AND INCIDENTAL PURPOSES PER DOCUMENT RECORDED FEBRUARY 24, 2009 AS DOCUMENT NO. 2009-033384 OF OFFICIAL RECORDS.
CITY COMMUNICATIONS SAN DIEGO, HOLDER OF AN EASEMENT FOR PUBLIC UTILITIES AND INCIDENTAL PURPOSES PER DOCUMENT RECORDED APRIL 7, 2006 AS DOCUMENT NO. 2006-021057 OF OFFICIAL RECORDS.



- EXISTING EASEMENT LEGEND:**
- A INDICATES EXISTING EASEMENT GRANTED TO THE SPRAWN VALLEY SUBMITTER DISTRICT PER DEC. REC. SEPTEMBER 21, 1977 AS BOOK 672E PAGE 265, D.R.
 - B INDICATES EXISTING EASEMENT GRANTED TO THE SPRAWN VALLEY SUBMITTER DISTRICT PER DEC. REC. SEPTEMBER 21, 1977 AS BOOK 672E PAGE 265, D.R.
 - C INDICATES EXISTING EASEMENT GRANTED TO THE SPRAWN VALLEY SUBMITTER DISTRICT PER DEC. REC. SEPTEMBER 21, 1977 AS BOOK 672E PAGE 214, D.R.
 - D INDICATES EXISTING WATER EASEMENT GRANTED TO THE CA MESA, LEMON GROVE AND BOOK 485B, PAGES 350 AND 376, AND JUNE 12, 1953 AS BOOK 485B, PAGE 463, D.R.

LINE DATA	BEARING	LENGTH
L7	N43°20'10"W	63.03
L3	N43°20'07"W	3.48

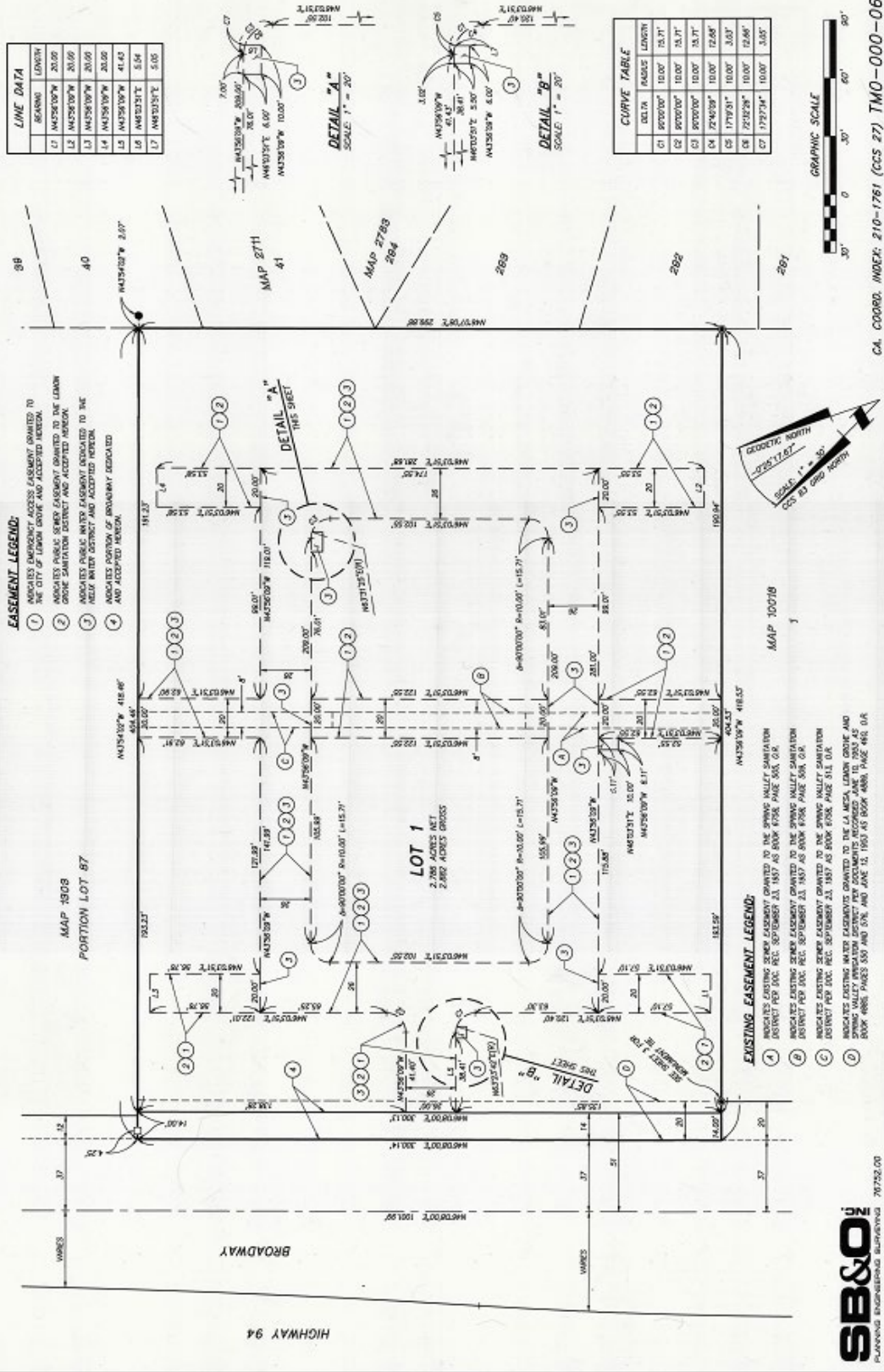
CA. COORD. INDEX: 210-1761 (CCS 27) TMO-000-065



MAP NO.

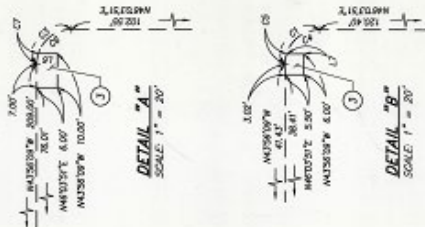
SHEET 4 OF 4 SHEETS

CITY OF LEMON GROVE TMO-000-065



LINE DATA

BEARING	LENGTH
L1 N43°28'00"W	20.00
L2 N43°28'00"W	20.00
L3 N43°28'00"W	20.00
L4 N43°28'00"W	20.00
L5 N43°28'00"W	41.43
L6 N43°28'00"W	5.54
L7 N43°28'00"W	5.05



CURVE TABLE

DELTA	RADIUS	LENGTH
C1	8000.00'	10.00'
C2	8000.00'	10.00'
C3	8000.00'	10.00'
C4	27462.08'	10.00'
C5	17779.91'	10.00'
C6	72522.28'	10.00'
C7	17973.74'	10.00'



CA. CO080, INDEX: 210-1761 (CCS 27) TMO-000-065



RESOLUTION NO. 2020-3758

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE, CALIFORNIA, APPROVING TENTATIVE MAP (CONDOMINIUM) TMO-000-0065; AUTHORIZING THE SUBDIVISION OF A 2.88-ACRE PARCEL INTO 70 TOWNHOME UNITS ON AN EXISTING DEVELOPED SITE AT 8373 BROADWAY, LEMON GROVE, CALIFORNIA.

WHEREAS, on October 8, 2018 Anthony Cassolato, on behalf of the property owner (Meade Property Investment, LLC), filed Planned Development Permit No. PDP-180-0001 and Tentative Map TMO-000-0065; authorizing the subdivision of a 2.88-acre parcel into 70 townhome units at 8373 Broadway, Lemon Grove, California (APN:499-220-58-00) in the Residential Medium High (RMH) zone; and

WHEREAS, the City Council is also considering Planned Development Permit No. PDP-180-0001 associated with this Tentative Subdivision (condominium) Map (TMO-000-0065); and

WHEREAS, on July 20, 2020, a public hearing was duly noticed and held by the Planning Commission and the Planning Commission recommended that the City Council approve Planned Development Permit No. PDP-180-0001 and Tentative Map TMO-000-0065 with no changes to the proposed project; and

WHEREAS, Notice of the Public Hearing was given in compliance with Lemon Grove Section 17.28.020(F). On July 24, 2020, the Notice of Public Hearing for PDP-180-0001 and TMO-000-0065 was published in the East County Californian, posted to the City website, posted at City Hall, and mailed to all property owners within 500 feet of the subject property; and

WHEREAS, in accordance with Executive Orders N-25-20, N-29-20 and N-35-20 paragraph 3, executed by the Governor of California on March 17, 2020, and as a response to mitigating the spread of Coronavirus known as COVID-19, the public hearing will be conducted virtually – audio only; and

WHEREAS, on August 4, 2020, City Council held a duly noticed virtual public hearing to consider Tentative Map TMO-000-0065; and

WHEREAS, the City has found the proposed Tentative Map and Planned Development Permit to be categorically exempt from the environmental review requirements of the California Environmental Quality Act Guidelines (Section 15332, In-Fill Development Projects); and

WHEREAS, the City Council has considered said Tentative Map and recommendations of the Community Development Department, City Engineer, and the Heartland Fire Department with respect thereto and has determined that the conditions hereinafter enumerated are necessary to insure that the subdivision and the improvements thereof will conform to all ordinances, plans rules, standards and improvement and design standards of the City of Lemon Grove; and

WHEREAS, the City Council finds that the tentative map complies with the findings of fact required to approve this project pursuant to Development Code Section 16.16.400 as follows:

1. The design of the subdivision or the proposed improvements are not likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat because the property has no environmentally protected resources; and
2. The proposed Tentative Subdivision Map (TMO-000-0065) is consistent with the Residential Medium High land use designation density (minimum of one (1) dwelling units per 3,000 square feet); and
3. The site is physically suitable for the proposed density of development because public utilities will be available to serve the proposed density; and
4. The design of the subdivision or the type of improvements will not cause serious public health problems because public services (e.g., sewer, water, gas, and electricity) will be provided to the subdivision; and
5. The design of the subdivision or type of improvements do not conflict with easements, acquired by the public at large, for access through, or use of property within the proposed subdivision as defined under Section 66474 of the Government Code, State of California; and

6. *The City Council finds that the subdivision conforms fully to the requirements of the Subdivision Ordinance and the Municipal Code and that the subdivision is consistent with the purpose and spirit of the Subdivision Map Act and Subdivision Ordinance; and*
7. *The design and improvements of the proposed subdivision map complies with the requirements of the State Subdivision Map Act and the Subdivision Ordinance; and*

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Lemon Grove, California hereby:

SECTION 1. *Approve Tentative Map TMO-000-0065 in conjunction with Planned Development Permit No. PDP-180-0001 and the grading, landscape, and architectural plans received on March 23, 2020 (incorporated herein by reference as Exhibit A), except as noted herein. This approval authorizes the subdivision of a 2.88-acre parcel into 70 townhome units on an existing developed lot at 8373 Broadway, Lemon Grove, California. Except as amended, the approval of this project shall be subject to the following conditions:*

NO PARCEL SHOWN ON THIS APPROVED TENTATIVE SUBDIVISION MAP SHALL BE LEASED, SOLD, CONVEYED, OR TRANSFERRED, UNLESS AND UNTIL A SUBDIVISION MAP APPROVED BY THE CITY ENGINEER HAS BEEN FILED IN THE OFFICE OF THE COUNTY RECORDER.

- A. *Within five days of approval, the sub divider/applicant shall comply with the following:*
 1. *Submit the appropriate payment for the CEQA filing fee and County Clerk Processing Fee (Categorical Exemption).*
 2. *Pay all outstanding fees for City permits related to this project.*
- B. *Prior to the recordation of the final map:*
 1. *Obtain approval of all required discretionary permits Planned Development Permit No. PDP-180-0001.*
 2. *The applicant shall execute a covenant agreeing not to oppose the formation of future utility undergrounding districts that may affect this property.*

3. *Pay \$85 for the preparation and recordation of each document as required for the subject permit.*
4. *A secured agreement to construct the public improvements shall be required prior to either recordation of the final map or building permitting. A cost estimate for work proposed within the public right of way shall be submitted with the plans. Subsequent to approval of the cost estimate, the City will prepare the improvement agreement for signature by the owner. A security equal to the approved cost estimates shall be posted with the public improvement agreement.*
5. *In order to provide permanent access for sanitation maintenance vehicles, a permanent easement for right of entry must be granted to the Lemon Grove Sanitation District for both the upper and lower portion of the lot. This right of entry easement must be shown on the final map.*
6. *The design and area of all lots and the design of the final map shall be in substantial conformance to that shown on the approved tentative map to the satisfaction of the Community Development Manager.*
7. *The subdivider shall submit a title report for the property no more than 60 days in advance of the recordation of the Final Condominium Map to the City Engineer for review. The final map shall identify any easements indicated within the Title Report.*
8. *A Homeowner's Association (HOA) shall be created to manage the Covenants, Conditions and Restrictions (CC&Rs). Said CC&Rs shall be submitted to the City for review and shall be written to the satisfaction of the Community Development Manager and the City Engineer. The CC&Rs shall include the requirements of the Standard Urban Stormwater Mitigation Plan (SUSMP) approved for this project to the satisfaction of the Water Quality Program Coordinator, City Engineer and Community Development Manager and all other HOA requirements and shall be recorded concurrent with the final map and shall include but not limited to:
 - i. *Best Management Practices (BMP's) and a Private Driveway and Drainage Maintenance Agreement. The maintenance and the preservation of the drainage facilities shall be included in the CC&Rs. The Developer, Current and Future Property Owners shall adhere to the**

recommendations of the Water Quality Documents and CC&Rs approved for this project.

- ii. The HOA shall provide on-going maintenance of landscaping and irrigation of planting areas, parkways, and open space areas. The CC&Rs shall show private on-grade open space areas (near individual units) and designate unit responsibilities for maintenance.*
 - iii. Immediate removal of graffiti is required.*
 - iv. All garage doors shall be automatic roll-up type doors and equipped with remote control devices.*
 - v. All landscaping and other exterior site improvements on-site shall be well maintained at all times in substantially the same condition as approved in accordance with the approved site and landscape plans.*
 - vi. Requirements to maintain the drainage facilities and any access easements (where they occur) on the property.*
 - vii. Identify and implement the BMP's identified in the Standard Urban Stormwater Mitigation Plan (SUSMP) prepared for this project and state that the Developer, Current and Future Property Owners shall comply with the recommendations of the SUSMP prepared for this project to the satisfaction of the Water Quality Program Coordinator and the City Engineer.*
 - viii. Funding of the long term maintenance of the all facilities required by the Water Quality documents shall be included in the annual HOA budget.*
 - ix. A long-term operation and maintenance program (OMP) will be a requirement and the responsibility of the Homeowners' Association (HOA) to maintain. Funding for the program is required to be accounted for in the annual budget of the HOA.*
 - x. Routine maintenance of all mechanical ventilation, heating and cooling equipment is required to ensure adequate air quality is achieved because of the proximity to SR94.*
- 9. The Declaration of Conditions, Covenants, and Restrictions (CC&Rs) shall clearly establish the responsibilities of the home owners with regard to the continuing maintenance and preservation of the buildings, driveways, private street and*

drainage facilities (where they occur), slopes, landscaping and irrigation. Said Conditions, Covenants and Restrictions shall specifically limit the number of dwelling units to 70 units to be built on the site, shall give the City the right but not the duty to enter the premises to do maintenance and levy assessments if the home owners fail or refuse to maintain said facilities, and shall prohibit amendments to the CC&Rs without express written consent of the City.

10. The sub divider shall provide the City Engineer with two reproducible Mylar copies of the final map for recordation.

C. Prior to Issuance of a Grading and/or Public Improvement Permit, and/or during Grading Activities, the Applicant shall comply with the following:

1. Per Municipal Code Section 12.10.050 a minimum 102-foot right-of-way is required on Broadway and requires a 51-foot minimum centerline to property line dimension. Based on a review of the Assessor's Map a 14-foot dedication is required on Broadway.

i. Prior to dedication, provide a preliminary title report dated within the last 180 days. This document will be used to prepare the Street Dedication (agreement). Once the City prepares the agreement, it will then need to be signed and notarized by the property owner, and returned to the City for recordation.

ii. Please provide the preliminary title report and Promissory Note (if necessary) to Rebecca Morris, (619) 825-3800. Please allow approximately 30 calendar days for the preparation of the agreement. The signed agreement is required prior to the issuance of building or engineering permits.

iii. Grading, Improvement, and Building Permit Plans should show the proposed dedication by indicating the existing property line, proposed property line and the area in labeled "To Be Dedicated".

iv. Pay \$120 for the preparation and recordation of each document as well as \$275 for the City's contract surveyor as required for the subject permit.

2. Per Lemon Grove Municipal Code Section 12.10.060, up to one half of the public street ultimate right-of-way abutting the subject property shall be improved with public street improvements for the entire length of the subject property abutting

the public street so as to meet the current city adopted standards. This will require the submittal of improvement plans and associated documents to the Engineering Division for review, approval and issuance of an Improvement Permit. Should the existing street improvements meet current standards, be in a condition satisfactory to the City Engineer, the City Engineer may waive this requirement, or portions thereof. Public street improvements are defined in the Lemon Grove Municipal Code Section 12.10.020 as “curbs, gutters, sidewalks, driveways, paving, base material, alleys, street lights, traffic signals, signing, striping, storm drainage facilities, sewer and water facilities, the relocation and/or undergrounding of overhead utilities, fire hydrants, street trees, street landscaping and all necessary appurtenances” as applicable to the project.”

- 3. The property owner(s) shall furnish all of the following to the engineering division upon applying for a permit to construct public street improvements:
 - i. A street improvement plan prepared by a civil engineer registered in the state of California;*
 - ii. An erosion control plan prepared by a civil engineer or landscape architect registered in the state of California;*
 - iii. A landscape and irrigation plan prepared by a landscape architect registered in the state of California, if planting is required;*
 - iv. Engineering review fees for the construction permit as described in Section 12.10.070.**
- 4. Submit an application for the following Public Improvements. Required improvements identified by the City of Lemon Grove Engineering Department (per 12.10.060) as of 5/6/2020 include:
 - i. Sidewalk, curb, gutter, and landscape parkway Improvements consistent with the City of Lemon Grove General Plan. New sidewalk shall meet current standards and accessibility requirements.*
 - ii. Pavement rehabilitation for ½ street width as determined by the City Engineer at the time of public improvement plan approval.*
 - iii. AC Grind & Overlay (3’ minimum width) or as determined by the City Engineer at the time of public improvement plan approval.**

5. *Per LGMC 12.10.080, when public street improvements are required in accordance with Section 12.10.060, the property owner(s) shall be required to underground or relocate all existing utility distribution facilities, including telecommunication lines, along the frontage of the subject property as required by the city engineer. The property owner(s) shall make the necessary arrangements with each of the serving utilities, including licensed telecommunication operators for the installation or relocation of such facilities.*
6. *Construction of private stairwells, walls and handrails within the right-of-way has been accepted as an encroachment by the City of Lemon Grove, and will require an EMRA. Exterior Stairwells Handrails must meet the requirements of CBC section 1115.A.6. Demonstrate that handrail or handrail extensions at top and bottom of stair flights do not extend within the public sidewalk, or any onsite sidewalk or path of travel.*
7. *An Encroachment, Maintenance, and Removal Agreement (EMRA) will be required prior to the Improvement Permit issuance. The EMRA will mandate the responsibility of the property owner to maintain any proposed private improvements, stairwells, walls, walkways, handrails, railings, utilities, and landscape and irrigation within the public right-of-way, and removals as required by the City.*
8. *Proposed storm drain through the site shall be private, a Hold Harmless Agreement will be required to indemnify the City from potential damage due to northerly drainage flows.*
9. *Underground Storm trap Units shall be located out of a 1:1 Influence zone of all Buildings. Deepen building footings as required.*
10. *A letter of permission shall be required for all temporary construction areas, grading and any permanent construction, (i.e. concrete fill between private walls) shall be required prior to approval of the grading and improvement permit.*
11. *Prior to the issuance of a permit, a Covenant Not-to-Oppose for the formation of a future street improvement district shall be required.*
12. *All existing survey monuments shall be shown on the grading and public improvement plans. Prior to permit issuance, the Applicant, or Permittee shall*

retain the service of a professional Land Surveyor, L.S., or Civil Engineer authorized to practice Land Surveying who will be responsible for monument preservation and shall provide a corner record or record of survey to the County Surveyor as required by the Land Surveyors Act, if applicable (Section 8771 of the Business and Professions Code of the State of California.

- 13. All existing and proposed easements, public and private shall be shown on the grading and public improvement plans.*
- 14. Maintain and show on the Grading and Public Improvement plans all "Sight zones". Sight Zones are triangular areas formed by a line drawn between points twenty feet from the intersecting property lines of a corner lot's street sides, within which no building may be built, nor may any fence, wall or other obstruction exceeding three and one-half feet in height. Sight Zones will be in conformance with the current Highway Design Manual and will must be approved by the city council at the time of development approval. A 10-foot Sight Zone triangle(s) shall also be maintained at the site driveway entrance (beginning behind the property line).*
- 15. Provide Sewer Calculations/study. For a new development, the projected peak wet weather flow from the proposed system will be added to the field measured maximum flow in the downstream sewer to determine if the projected $dn/D < 0.5$ (50% full). If this criterion is not met, a comprehensive sewer study of the area shall be prepared. The downstream system shall be studied to the point in the system where the projected peak wet weather flow from the proposed new development is less than 10% of the total flow. All sewers to this point are required to carry the total flow per the depth criterion described in the above paragraph. The existing system to be studied shall not be less than two pipe reaches (i.e. manhole to manhole) from the point of discharge of the new development into the existing system.*
- 16. Submit an application to the Lemon Grove Sanitation District for the addition of sewer discharge to the public sewer system.*
- 17. Sewer system shall be designated and maintained as private, not public. A sewer maintenance agreement shall be submitted for the future repair and*

rehabilitation of the proposed private sewer connection. The City will provide the template for the agreement.

- 18. On-site drainage system shall be designated and maintained as private. A Storm Water Facilities Maintenance Agreement (SWFMA) shall be submitted for the future repair, rehabilitation of the proposed private drainage and storm water treatment facilities. The City will provide the template for the agreement.*
- 19. Coordinate with the City of Lemon Grove and adjacent property owner any public or private drainage easements, temporary construction easements and/or permissions as needed to construct drainage outlets, headwalls, energy dissipation, and perimeter walls.*
- 20. Submit an application to be included into the Lemon Grove Lighting District. The property owner will be assessed annually.*
- 21. Per Lemon Grove Municipal Code (LGMC) Section 18.08.070, obtain a grading permit. Grading plans shall be prepared and submitted with the grading permit application in accordance with the City engineering standards and the requirements of the city engineer. All grading plans shall be signed by a registered civil engineer and by the soil engineer.*
- 22. No grading permit shall be issued for grading unless the applicant shall first post a security with the City comprised of a cash deposit or a combination of cash deposit and corporate surety bond of a surety authorized to do business in the state.*
- 23. All grading permit fees and deposits shall be paid and all actions necessary preceding issuance of the grading permit shall be completed.*
- 24. All grading shall be in conformance with Geotechnical recommendations, and Lemon Grove Municipal Code (LGMC) Chapter 18.08 Excavation and Grading, Article III Design Standards.*
- 25. A building permit will be required for retaining walls of greater than 3.0'*
- 26. Safety fencing shall be required at the top of retaining walls, and slopes and shall be shown on all Grading Plans where appropriate.*

27. GEOTECHNICAL

- i. All recommendations from a Geotechnical Engineer's investigations, reports, letters and addendums shall be adhered to.*

- ii. *A list of all applicable reports shall be listed under a Grading & Geotechnical Specifications notes on the title sheet of the Grading plans, and shall be signed by a licensed Geotechnical, or Soil's Engineer.*
- iii. *Pavement sections are required. Recommendations shall include section thicknesses, compaction efforts, etc. and be able to withstand the 75,000 pound load of a fire engine. Recommendations made by the Geotechnical Engineer shall be implemented in the Improvement Plans and installed at the expense of the applicant/owner.*
- iv. *Recommendations regarding the design of pervious/permeable pavements are required.*
- v. *Specifications for subsurface drainage (at pervious pavements, walls, etc.) are required as applicable.*
- vi. *If proposing to fully, or partially infiltrate, recommendations regarding the project site's ability to infiltrate is required.*

28. TRAFFIC

- i. *Submit for Traffic Control Permit for work affecting traffic within the right-of-way on Broadway. Regional Standard drawings may be submitted as permitted by the City Engineer.*
 - ii. *Submit a Truck Hauling route with diagram showing streets for truck hauling anticipated with export, and import of materials to and from the project site.*
29. *Separately submit, and obtain current approval from the Helix Water District. A signature/date within a signature block on the final Grading and Public Improvement Plan will be required.*
30. *Obtain approval from the Heartland Fire & Rescue. A signature/date within a signature block on the final Grading and Public Improvement Plan will be required.*
31. *Provide a copy of a Will Serve letter from each serving agency.*
32. *Comply with the requirements of Lemon Grove Municipal Code (LGMC) Chapter 13.32, Construction and Demolition Debris Diversion Deposit Program.*

33. *Per the City of Lemon Grove Plan Grading Plan Submittal Checklist: Applicants for all Grading and Improvement projects are required to submit and an Erosion control Plan, and minimum BMP Requirement notes AND:*

- i. *WPCP \geq 5,000 SF*
- ii. *SWPPP $>$ 1 acre*

34. *Prior to a grading permit, pending comments from D-Max Engineering comment letter, dated April 3, 2020, shall be addressed.*

D. *The protection of the public interest requires that the sub divider, contractors, builders, lot or parcel owners, and other person, firms and corporations concerned with the development of said subdivision conform to the following standards, and all permits required by the City of Lemon Grove will be issued pursuant to such standards:*

1. *All domestic water supplied for this subdivision shall come from the Helix Water District.*
2. *All buildings constructed in this subdivision shall be connected to the public sewer system of the Lemon Grove Sanitation District.*
3. *Future construction on the site shall comply with applicable provisions of the California Building Code.*
4. *Sewer and water lines shall not be laid in the same trench in any part of this subdivision.*
5. *Proper drainage shall be maintained throughout this subdivision as to prevent ponding and/or storage of surface water and shall be in compliance with the National Pollutant Discharge Elimination System (NPDES) permit to the satisfaction of the City Engineer.*

E. *This approval of this tentative map will expire two years from the date of approval. The final map or maps conforming to this conditionally approved tentative map shall be filed with the City Council in time so that said Council may approve the map before this approval expires unless prior to that date the Planning Commission or City Council subsequently grants a one-year time extension for obtaining such approval of said final map or maps as provided by the City Subdivision Ordinance.*

F. *The sub divider shall indemnify, protect, defend, and hold harmless, the City and any agency thereof, and/or any of its officers, employees, and agents from any and all*

claims, actions, or proceedings against the City, or any agency or instrumentality thereof, or any of its officers, employees, or agents to attack, set aside, void, or annul, an approval of the City, or any agency or instrumentality thereof, advisory agency, appeal board, or legislative body, including actions approved by the voters of the City, concerning the project, City shall promptly notify the applicant/sub divider of any claim, action, or proceeding brought within this time period, and City shall further cooperate fully. If the City fails to promptly notify the applicant/sub divider of any such claim, action, or proceeding, or fails to cooperate fully in the defense, the applicant/sub divider shall not thereafter be responsible to indemnify, defend, protect or hold harmless the City, any agency or instrumentality thereof, or any of its officers, employees, or agents.

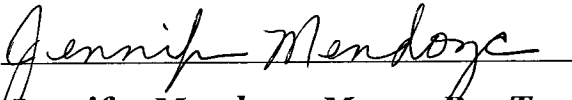
PASSED AND ADOPTED on August 4, 2020, the City Council of the City of Lemon Grove, California, adopted Resolution No. 2020-3758, passed by the following vote:

AYES: MENDOZA, ARAMBULA, ALTAMIRANO, JONES

NOES: NONE

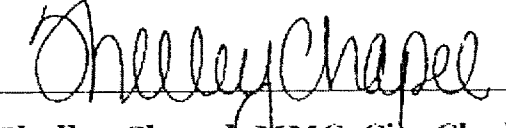
ABSENT: VASQUEZ

ABSTAIN: NONE.


Jennifer Mendoza, Mayor Pro Tem

Attest:

Approved as to Form:


Shelley Chapel, MMC, City Clerk


Kristen Steinke, City Attorney

RESOLUTION NO. 2020-3759

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE, CALIFORNIA, APPROVING PLANNED DEVELOPMENT PERMIT NO. PDP-180-0001; A REQUEST TO AUTHORIZE THE CONSTRUCTION OF 70 TOWNHOME UNITS ON AN EXISTING DEVELOPED SITE AT 8373 BROADWAY, LEMON GROVE, CALIFORNIA.

WHEREAS, on October 8, 2018 Anthony Cassolato, on behalf of the property owner (Meade Property Investment, LLC), filed Planned Development Permit No. PDP-180-0001 and Tentative Map TM0-000-0065; a request to authorize the construction of 70 townhome units on an existing developed site at 8373 Broadway, Lemon Grove, California (APN:499-220-58-00) in the Residential Medium High (RMH) zone; and

WHEREAS, the City Council is also considering Tentative Map TM0-000-0065 associated with this Planned Development Permit No. PDP-180-0001; and

WHEREAS, on July 20, 2020, a public hearing was duly noticed and held by the Planning Commission and the Planning Commission recommended that the City Council approve Planned Development Permit No. PDP-180-0001 and Tentative Map TM0-000-0065 with no changes to the proposed project; and

WHEREAS, Notice of the Public Hearing was given in compliance with Lemon Grove Section 17.28.020(F). On July 24, 2020, the Notice of Public Hearing for PDP-180-0001 and TM0-000-0065 was published in the East County Californian, posted to the City website, posted at City Hall, and mailed to all property owners within 500 feet of the subject property; and

WHEREAS, in accordance with Executive Orders N-25-20, N-29-20 and N-35-20 paragraph 3, executed by the Governor of California on March 17, 2020, and as a response to mitigating the spread of Coronavirus known as COVID-19, the public hearing will be conducted virtually – audio only; and

WHEREAS, on August 4, 2020, City Council held a duly noticed virtual public hearing to consider Tentative Map TM0-000-0065; and

WHEREAS, the City has found the proposed Tentative Map and Planned Development Permit to be categorically exempt from the environmental review

requirements of the California Environmental Quality Act Guidelines (Section 15332, In-Fill Development Projects); and

WHEREAS, the City Council has considered said Planned Development Permit (PDP-180-0001) and recommendations of the Community Development Department, City Engineer, and the Heartland Fire Department with respect thereto and has determined that the conditions hereinafter enumerated are necessary to insure that the subdivision and the improvements thereof will conform to all ordinances, plans rules, standards and improvement and design standards of the City of Lemon Grove; and

WHEREAS, the City Council has determined that the following deviations, waivers, or modifications as permitted by the Planned Development Permit regulations (Section 17.28.030D) are adequately offset by outdoor amenities, pedestrian connectivity, and resource conservation. Outdoor amenities include a children's play area, common courtyard space and BBQ areas:

1. A waiver of Section 17.16.040(E)(4) (Minimum Yards) to allow a reduction of the required front yard setback. The RMH zone requires a minimum of 25 feet for the front yard setback. The project proposes front yard setback of 10 feet for two (2) of the twelve (12) detached buildings along the property frontage.
2. A waiver of Section 17.16.040(E)(6) (Minimum Usable Open Space) to allow a reduction in the amount of usable open space provided. The RMH zone requires 500 sq. ft. of usable open space per dwelling unit, resulting in a total of 35,000 sq. ft. of required usable open space. In addition, LGMC Section 17.24.070 requires at least 50% of the total required usable open space shall be devoted to common open space. The project proposes to provide a total of 33,520 sq. ft. of usable open space; 22,500 sq. ft. devoted to common space and 11,020 sq. ft. devoted to private space. The project is requesting a 4% (1,480 sq. ft.) reduction of the total usable open space requirement.

WHEREAS, the City Council finds that the Planned Development Permit complies with the findings of fact required to approve this project pursuant to Development Code Section 17.28.030(C) as follows:

1. *The development is not detrimental to the public interest, health, safety, or general welfare;*

The proposed use is categorically exempt from environmental impacts and no impacts are anticipated. The City Council finds that the design of the proposed project complies or will be made to comply with all the applicable requirements of the City Zoning Ordinance relating to public safety and no such detriment should occur.

2. *The development complies with applicable provisions of this title and/or deviations that comply with applicable provisions in subsection D;*

The City Council finds that the proposed project complies with, or conditions have been included for this project to require it comply with the Zoning Ordinance relating to maximum density, building height, and landscaping and waivers or modifications to the minimum front yard setback and minimum usable open space are offsets by the provision of outdoor amenities, pedestrian connectivity and resource conservation features for residents of the subdivision.

3. *The development is consistent with general plan policies and standards and other applicable plans or policies adopted by the City Council;*

The City Council finds that the proposed development, as conditioned, will harmonize with the land uses in the area of the subject property and is consistent with the applicable objectives of the Lemon Grove General Plan.

4. *The development density or intensity does not exceed general plan limitations;*

The City Council finds that the planned development of 70 townhome units at a density of 24 dwelling units per acre, is consistent with the Lemon Grove General Plan which limits density at 29 dwellings per acre.

5. Existing infrastructure such as utilities, transportation systems, and communication networks adequately serve the development or will be upgraded to efficiently accommodate the additional burdens imposed;

The City Council finds that appropriate public services (e.g., sewer, water, gas, and electricity) exist to the subject property and that improvements proposed for the project allow for safe circulation of pedestrian, bicyclists, and motor vehicles and improve the general welfare of the community.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Lemon Grove, California approves Planned Development Permit No. PDP-180-0001 subject to the following requirements:

SECTION 1. Waive or modify the following Design Standards in accordance with LGMC Section 16.12.280:

1. A waiver of Section 17.16.040(E)(4) (Minimum Yards) to allow the proposed condominium lots to have a reduced minimum front yard setback as specified in the Development Code.
2. A waiver of Section 17.16.040(E)(6) (Minimum Usable Open Space) to allow a reduction of usable open space as specified in the Development Code.

SECTION 2. Approve Planned Development Permit No. PDP-180-0001 in conjunction with Tentative Map TMO-000-0065 and the grading, landscape, and architectural plans received on March 23, 2020 (incorporated herein by reference as Exhibit A), except as noted herein. This approval authorizes the development of a 2.88-acre developed parcel into 70 townhome units at 8373 Broadway, Lemon Grove, California. Except as amended, the approval of this project shall be subject to the following conditions:

A. Prior to the issuance of the building permit for the construction of the facility authorized by this Planned Development Permit the applicant shall comply with the following:

1. Submit construction plans that show all physical elements of the proposed project consistent with Exhibit A dated March 23, 2020 except as noted herein.

2. *The project plans shall show compliance with the applicable provisions of the California Building Code.*
3. *Submit for the approval of the Community Development Manager a detailed landscape and irrigation plan for the entire project. Provide reference sheets for the grading and landscape erosion control plans (label these sheets “Reference Only”). Said landscape plan shall comply with the requirements of Section 17.24.050(B) of the Municipal Code. The landscape plan shall be in substantial conformance to the approved landscape concept plan. The landscape plan shall be incorporated into the Conditions, Covenants and Restrictions (CC&Rs) and landscaping and irrigation shall be maintained by the Homeowner’s Association (HOA). The plans shall show:*
 - i. *Plantings are drought tolerant materials and water conserving irrigation.*
 - ii. *Surface improvements including but not limited to the design and locations of all walls, fences, driveways, walkways, botanical and common names of all plant materials, number, size and location of all plantings; all irrigation lines including valves and back-flow devices; and soil amendments.*
 - iii. *Show all safety railings and construction details for retaining walls.*
4. *The building plans for the proposed condominium units shall include one copy of the sample exterior building materials and colors to the satisfaction of the Community Development Manager.*
5. *Obtain sewer permits and pay capacity fees for 70 units.*
6. *Provide a Certification letter signed by the Civil Engineer reporting that the site is graded in conformance with the approved grading plan, as modified or amended by any construction changes approved by the City Engineer, and which specifically states the following items were performed under his or her supervision, and are shown correctly on the as-graded drawings:*
 - i. *Staking of line and grade for all engineered drainage devices and retaining walls (rough and final grading);*
 - ii. *Staking of property corners for proper building and slope location (rough grading);*

- iii. *Location of permanent walls or structure on property corners or property lines;*
 - iv. *Location and slope ratio of all manufactured slopes;*
 - v. *Construction of earthen berms and positive building pad drainage.*
 7. *Soil's Engineer of record shall prepare and submit a final soils engineering report prepared by the soil's engineer, as required per LGMC 18.08.83; Section A.2.*
 8. *All new dry utility distribution facilities within the boundaries of the proposed project shall be placed underground. If not completed, provide evidence of coordination and/or service requests for all dry utility agencies.*
 9. *Onsite private sewer shall be in compliance with the California Plumbing Code, Chapter 7, Sanitary Drainage, and conform to the requirements of the Standard Specifications for Public Works Construction (2018), and the San Diego Area Regional Standard Drawings.*
 10. *On the Precise Grading Plan/Plot Plan, demonstrate that the accessible path of travel (POT) to any accessible unit, shown on the Site Plan by surveyed methods meets the requirements for accessibility. Show slopes and/or elevations.*
 - B. *Prior to the obtaining occupancy and/or final inspection for the facility authorized by this Planned Development Permit the applicant shall comply with the following:*
 1. *Request final inspection approval from appropriate City Departments. The payment of the Parkland Dedication fee shall be paid for each dwelling unit prior to requesting a final inspection.*
 2. *All light fixtures shall be designed, shielded and adjusted to reflect light downward, away from any road or street, and away from any adjoining premises.*
 3. *Vehicular sight distance of all driveway entrances shall be to the satisfaction of the City Engineer.*
 4. *All access roadways and driveways shall maintain a minimum vertical clearance of 13'-6" to the satisfaction of the Fire Marshal.*
 5. *All physical elements of the project, including public street improvements, and all other improvements shown on the approved Grading, improvements, Landscape and Building related plans shall be located substantially where they are shown*
-

and shall be constructed in accordance with the approved City Codes and adopted Standards.

6. Pay all associated Sewer Fees.

C. Upon certification by the Community Development Manager for occupancy or establishment of use allowed by the Planned Development Permit of this project, the following shall apply:

- 1. Comply with all of the Conditions of Section A of this resolution and the requirements of TMO-000-0065, as applicable.*
- 2. All landscaping shall be well maintained and adequately watered at all times. The landscaping located on the subject property shall be maintained in a healthy and growing condition at all times. All on-site & off-site landscaped areas shall be planted and irrigated by a permanent irrigation system.*
- 3. The proposed facility shall fully comply with the requirements of the Fire Code to the satisfaction of the Fire Chief.*
- 4. The project shall maintain water quality requirements as outlined in the Water Quality Documents.*
- 5. The project shall comply with all applicable provisions of the California Building Code.*
- 6. All screening fences, walls and landscaping on the subject property shall be maintained in good condition at all times.*
- 7. All graffiti shall be removed or painted over with a paint that closely matches the color of the exterior of the building within 48 hours of the discovery of the graffiti.*
- 8. All dumpsters, recycling and refuse containers shall be maintained at all times.*
- 9. All structures on the subject property shall comply with all of the appropriate requirements of the Uniform Building Code, Mechanical Code, National Electric Code and Fire Code to the satisfaction of the City of Lemon Grove Building Official and Fire Chief.*
- 10. All aspects of the project shown on the approved plans dated March 23, 2020 shall be maintained in substantially the same condition as indicated and shall be constructed in accordance with all appropriate City of Lemon Grove Codes and Ordinances*

11. *The terms and conditions of this Planned Development Permit shall be binding upon the permittee and all persons, firms, and corporations having an interest in the property subject to this Planned Development Permit and the heirs, executors, administrators, successors, and assigns of each of them, including Municipal Corporation, public agencies, and districts.*
- D. *This Planned Development Permit expires two years from the effective date (or such longer period as may be approved by the Planning Commission or the City Council of the City of Lemon Grove prior to said expiration date) unless all requirements of this Planned Development Permit have been met prior to said expiration date.*
- E. *This Planned Development Permit authorizes the construction of the project as an apartment complex and does not require or compel the recordation of the map.*

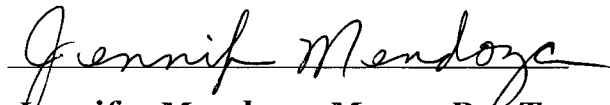
PASSED AND ADOPTED on August 4, 2020, the City Council of the City of Lemon Grove, California, adopted Resolution No. 2020-3759, passed by the following vote:

AYES: MENDOZA, ARAMBULA, ALTAMIRANO, JONES

NOES: NONE.

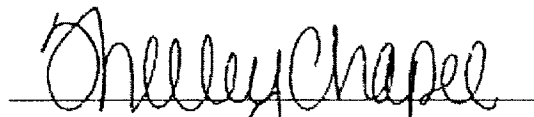
ABSENT: VASQUEZ

ABSTAIN: NONE.


Jennifer Mendoza, Mayor Pro Tem

Attest:

Approved as to Form:


Shelley Chapel, MMC, City Clerk


Kristen Steinke, City Attorney



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 2.
Meeting Date: September 6, 2022
Submitted to: Honorable Mayor and Members of the City Council
Department: City Manager's Office
Staff Contact: Lydia Romero, City Manager
Lromero@lemongrove.ca.gov
Item Title: **Sage Project Presentation**

Recommended Action: That the City Council receives and then provides feedback to staff regarding the Sage Project presentation.

Background and Discussion: Last school year the City engaged San Diego State University (SDSU) to participate in the Sage Project for Fiscal Year 2021-2022. There were seven topics (**Attachment A**) the students worked on throughout the school year.

Dr. Jessica Barlow, Sage Program Administrator in conjunction with students of the Sage Project partnership with the City, will lead the presentation.

At the conclusion of the presentation, staff requests that the City Council provide comments/feedback to staff regarding any of the information presented.

Environmental Review:

- Not subject to review Negative Declaration
 Categorical Exemption, Section | | Mitigated Negative Declaration

Fiscal Impact: None.

Public Notification: None

Staff Recommendation: That the City Council receives and then provides feedback to staff regarding the Sage Project presentation.

Attachment(s):

Attachment A - Sage Project list

City of Lemon Grove
Project List for Contorer Foundation

1. Active Transportation Program: The City desires to create numerous programs and infrastructure projects by promoting bicycle and pedestrian improvements and encouraging active living. This includes Safe Routes to School programs and partnership with the Lemon Grove School District, desire to implement zero bicycle/pedestrian fatalities as a Vision Zero City, a commitment from city staff to improve all multi-modal infrastructure. Additionally, consider build on the existing infrastructure and programming with branding, an education and marketing campaign, and other creative strategies to cultivate a community with a strong bicycle/pedestrian culture.
2. Expanding the Recreation Department Services: Assess the current Community Services program and create a plan to restart are larger and more robust Recreation Services program that incorporates offerings for youth, adult and seniors. Determine what programs will best service the residents and guests and detail what that cost will be to restart and maintain the upgraded program moving forward.
3. Greening a New Renewable City: Create a citywide greening program that encourages more street trees that cool the City, creates opportunities to construct green/garden rooftops, and assess the water usage in city parks and facilities for efficiencies.
4. Community Cleanliness: Recent concerns from city staff, residents and businesses has arisen because of the general trash/litter increase along main arterials as well as “hot spots” in the City. The City is interested in capturing these locations in GIS that will help create a program where the City can utilize volunteer groups and non-profit organizations to consistently and thoroughly clean main arterials and hot spots. Additionally, it would be interesting to determine if a trash/illegal dump hot line will be valuable to the City while considering how it may be staffed and supported with the City’s limited resources.
5. Transportation Efficiency: Determine how the City can create a more efficient and multi-modal transportation system throughout the City. Consider recent vehicle miles traveled process that has been incorporated into the City’s traffic management program. Also, look at the arterials, collectors and residents streets to determine why drivers are driving certain routes through the City. Then take that information and compare it with where those routes are in comparison to the routes that are designed to handle that traffic pattern. If they do not align, determine solutions to align actual traffic with actual traffic plans. Take special consideration with existing traffic signaling system in the City to synchronize the flow of traffic that reduces greenhouse gas.
6. Remote Government: In the post-COVID environment, remote governmenting became a necessity that may likely not go away...or at least the desire from the public

will not go away. With this in mind this project should analyze what the City performed in remote services, determine what other like sized/type city provide, and come up with solutions that the City can implement to create a more efficient and effective service based set of tool. Ideas can include: a more robust building permit platform, online scheduling system, online/real time interface, code enforcement inspection/follow up. And the second piece of this project is to look at how current city employees can operate remotely to become a more effective workforce and also provided a benefit to employees that will increase morale and work focus.

7. Increase City Parkspace: Analyze vacant lots throughout the City (public or private) to determine which locations could be utilized as future park space to increase the connectively plan for every homeowner to be located near a park. Funding consideration should be included as well an ongoing maintenance plan.



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 3.
Meeting Date: September 6, 2022
Submitted to: Honorable Mayor and Members of the City Council
Department: City Manager's Office
Staff Contact: Lydia Romero, City Manager
lromero@lemongrove.ca.gov
Item Title: City Council Manual

Recommended Action: Discuss and approve a City Council Manual.

Background and Discussion: One of the Priorities the City Council had on their 21-22 work plan was to engage and participate in a facilitated City Council Leadership Development and Team Building Training. These multi-meeting and individual coaching trainings were intended to build mutual understanding, communication, trust, equity and respect among City Council Members. One of the team building tasks was to create a City Council Manual that documents accepted practices and clarifies the roles of the elected officials.

The City Council made changes to the initial draft of the Council Manual in January of 2022. Further changes were made to the Manual at the final team building meeting in April 2022. The draft (**Attachment A**) that is before the City Council is the compilation of all the comments and suggested changes by the Council Members in the facilitated sessions. The City Council Manual is presented to the City Council for further refinement, additions and wordsmithing or formal adoption.

Environmental Review:

- Not subject to review Negative Declaration
 Categorical Exemption, Section | | Mitigated Negative Declaration

Fiscal Impact: None

Public Notification: None

Staff Recommendation: Discuss and approve City Council Manual

Attachment(s):
Attachment A: Draft City Council Manual

City Of Lemon Grove City Council Manual

INITIAL DRAFT: January 2022

SECOND DRAFT: APRIL 2022

COUNCIL DRAFT: SEPTEMBER 2022

Produced by City of Lemon Grove staff (led by Lydia Romero, City Manager) in collaboration with the City of Lemon Grove City Council (Mayor Racquel Vazquez and Councilmembers: Jerry Jones, Jennifer Mendoza, Liana LeBaron, and George Gastil).

Production facilitated by Drs. Makesha Spence, Heike Mitchell, and John Fennig, DRI Consulting.

The format and content of this manual is informed by a review of several southern California City Council manuals, including...

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CHAPTER 1

INTRODUCTION AND OVERVIEW

Purpose of Governance Manual

The City Council has prepared this City Council Governance Manual (“Manual”) to document accepted practices and clarify expectations. The Manual is intended to assist Councilmembers in carrying out their roles, as well as to provide useful information to prospective Councilmembers and other interested citizens. Through agreement of the City Council and staff to adhere to these practices, the effective administration of City Council affairs is greatly enhanced. While attempting to not be overly restrictive, procedures are established so that expectations and practices can be clearly articulated to guide Councilmembers in their actions.

The City Clerk shall be responsible for the maintenance of the Manual and for making it available to the public. It is anticipated that this Manual will be reviewed at least every two years, in odd years, in order to reflect changes in the law or City Council procedure or policy.

Failure to observe any of the listed rules or procedures does not serve as an independent source to challenge any decision or action of the City Council, nor does it serve as evidence of improper conduct in any challenge to any action by a City Councilmember or by the City Council as a whole. This Manual is not intended to be a legal statement, and is not written in legal terms.

Overview of City Documents

This Manual provides a summary of important aspects of City Council activities. However, it cannot incorporate all material and information necessary to undertake the business of a City Council. Many other laws, policies, plans and documents exist that bind the City Council to certain courses of action and practices. A summary of some of the most notable documents that provide guidance to the City Council is provided below.

- *California Constitution and Codes*

The California Constitution and Codes contain many requirements for the operation of city government. Many of these requirements are also replicated within the Lemon Grove Municipal Code to ensure there is broad awareness of such requirements. Lemon Grove is a “general law” city, which means it is organized in accordance with provisions of the California Government Code.

Also described within the California Government Code and the Lemon Grove Municipal Code is the City Council – City Manager form of government, which is practiced in Lemon Grove. Basically, this form of government prescribes that a City Council’s role is to establish policies and priorities, while the role of the City Manager is to oversee the operations of City government.

- *Lemon Grove Municipal Code*
The Lemon Grove Municipal Code contains local laws and regulations adopted by ordinance. It contains a variety of laws including, but not limited to, planning and zoning standards, election laws, local tax standards, and park and open space regulations. The Lemon Grove Municipal Code is available on the City's website or from the City Clerk.
- *General Plan (Adopted October, 1996)*
Lemon Grove's General Plan is comprised of a number of elements, such as land use, transportation, open space, mobility and housing, in accordance with State requirements, and provides a policy framework for various matters that fall within these areas.

Orientation of New Councilmembers

Members of the City Council should have an understanding of the full range of services, facilities and programs provided by the City. As new members join the City Council, the City Manager coordinates an orientation, allowing an opportunity for new Councilmembers to meet key staff.

CHAPTER 2

CITY COUNCIL – GENERAL POWERS AND RESPONSIBILITIES

The City of Lemon Grove is governed by a directly elected Mayor and four-member City Council elected at-large to four-year terms on a staggered biennial basis. Councilmember terms are staggered to ensure a measure of continuity is maintained in the transition from one City Council to the next.

City Councilmembers also serve as members of other entities operating on behalf of the City of Lemon Grove, including the Lemon Grove Housing Authority, Lemon Grove Sanitation District Board, Lemon Grove Roadway Lighting District Board and the Lemon Grove Successor Agency Board.

Mayor and City Council Generally

The powers of a City Council in California to establish policy are quite broad. Essentially, councils may undertake any action related to city affairs other than those forbidden or preempted by state or federal law. Specifically, the City Council shall have the power, in the name of the city, to do and perform all acts and things appropriate to a municipal corporation and the general welfare of its inhabitants, which are not specifically forbidden by the Constitution and laws of the State of California.

The Lemon Grove City Council acts as a body. While the Mayor has some additional ceremonial and administrative responsibilities, no Councilmember has any power beyond those of the other members. In the establishment of policy, voting and in all areas except those identified below, all members are equal. Except where the law requires a certain number of affirmative votes, a majority vote of the City Council establishes policy and makes decisions for the City. While an individual member may disagree with a decision of the City Council, a decision of the majority will bind the City Council to a course of action. In

turn, it is staff's responsibility to ensure that the policy of the City Council is implemented. Actions by staff to implement a decision of the City Council do not reflect any bias against a Councilmember who held a minority view on that issue.

City Council-Manager Form of Government and the Role of the City Manager

The employment relationship between the City Council and the City Manager honors the fact that the City Manager is the chief executive officer of the City who works for five independently elected officials. The City Council and City Manager should be a participatory team.

Councilmembers should avoid situations that can result in City staff being directed by one or two members of the Council. Regular communication between the City Council and the City Manager is important in managing open communications. All dealings with the City Manager, whether in public or private, should respect the authority of the City Manager in administrative matters.

The City Council is to evaluate the City Manager on a regular basis to ensure that both the City Council and the City Manager are in agreement about performance and goals.

As in any professional relationship, it is important that the City Manager keep the City Council informed. The City Manager respects and is sensitive to the political responsibility of the City Council and acknowledges that the final responsibility for establishing the policy direction of the City is held by the City Council.

The City Manager's power and authority include the ability to:

- Review all agenda documents before preparing the agenda for any regular or special meeting of the City Council.
- Direct the work of all City departments, except those that are directly appointed by or report directly to the City Council.
- Recommend to the City Council adoption of measures that the City Manager may deem necessary for the health, safety or welfare of the community.
- Consolidate or combine offices, positions, departments or units under the City Manager's jurisdiction.
- Conduct research in administrative practices in order to bring about greater efficiency in City government.
- Provide management and leadership training to City departments.

Roles and Responsibilities – Mayor, Mayor Pro Tem and Councilmembers

1. Mayor

- Is directly elected to a 4 year term.
- Serves as the presiding officer of the City Council, preserving strict order and decorum at all meetings of the City Council; announces City Council decisions on all subjects; and decides all questions of order, subject to modification by the City Council.
- Leads the City Council into an effective, cohesive working team.
- Is recognized as the ceremonial spokesperson for the City.
- Selects a substitute for City representation when unable to attend.
- Approves of any agenda prepared by the City Clerk at the direction of the City Manager.
- May call for special meetings as necessary in response to the scope and timing of the City Council's workload and schedule.
- Recommends City Council appointments to various public bodies, which are then confirmed by a majority vote of the City Council.
- Signs minutes or other required documents on behalf of the City when Mayor's signature is required.
- Responds to correspondence submitted to the full City Council on non-agenda items.
- Charged with the administration of proclamations. The issuance of proclamations is at the Mayor's discretion, without formal action by City Council.
- Coordinates the annual evaluation of the City Manager and City Attorney.
- Serves as the City Council's spokesperson in the media.
- Is entitled to vote on all matters, but does not have veto power.

2. **Mayor Pro Tem**

- Serves as the presiding officer when the Mayor is absent.
- Performs the duties of the Mayor in the Mayor's absence or at the request of the Mayor.
- Represents the City at ceremonial functions at the request of the Mayor.

3. **Councilmembers (including Mayor and Mayor Pro Tem)**

- Participate in City Council meetings and in other public forums while demonstrating respect, consideration and courtesy to others.
- Serve as a model of leadership and civility to the community.
- Inspire public confidence in City government.
- Demonstrate honesty and integrity in every action and statement.
- Are familiar with the City Council Manual.
- Prepare in advance of City Council meetings and be familiar with issues on the agenda. Advise the City Manager and City Clerk as soon as possible of an impending absence.
- Seek authorization from the City Manager if any request of staff will require more than one hour of staff time to complete. This provision does not apply to City Council questions related to agenda reports.
- Shall not take action on any matter that has no direct effect on the local affairs of the City and over which the City has no jurisdiction.
- Shall be respectful of other people's time, stay focused and act efficiently during public meetings.
- Commit to spending time each year outside of regular City Council meetings to work with the City Manager and staff on setting goals and priorities for the City government and to work on issues that may be inhibiting the maximal achievement of City goals.
- May represent the City at ceremonial functions at the request of the Mayor.
- Represent the City Council on County, regional, district or state boards, committees or commissions, and other public agencies, or quasi-public

agencies, as appointed by the Mayor with City Council confirmation.

- May join two other Councilmembers to call a special meeting of the City Council.
- Complete all required training in a timely manner, including State-mandated AB 1234 Ethics Training and legally mandated harassment training.
- File in a timely manner all required Fair Political Practices Commission documentation, including the annual Statement of Economic Interests and campaign statements.

Appointment of City Manager and City Attorney

The City Council appoints two positions within the city organization: the City Manager and the City Attorney (currently a contract attorney). Both positions serve at the will of the City Council. The City Manager is an employee of the City and has an employment agreement that specifies certain terms of employment including an annual evaluation by the City Council. The City Manager is responsible for all other personnel appointments within the City.

The City Attorney has such duties as prescribed by the general laws of the State and the regulations of the City.

Concurrent Roles - Successor Agency, Public Facilities Financing Authority and Parking Authority

The Mayor and City Councilmembers serve as members of other entities operating on behalf of the City Council of the City of Lemon Grove:

Lemon Grove Housing Authority

Lemon Grove Sanitation District Board

Lemon Grove Roadway Lighting District Board

Successor Agency to the Former Lemon Grove Redevelopment Agency

FINANCIAL MATTERS

Council Compensation

State law and the Municipal Code provide for modest compensation to members of the City Council. State law limits an increase in City Council salaries to 5% per year, effective only following the next election after adoption. Currently, the Mayor receives a stipend of \$1,405 per month; Councilmembers receive a stipend of \$803 per month. Councilmembers are also eligible for participation in group insurance benefits including retirement, health,

dental, vision, and life insurance plans.

Councilmembers are not compensated by Lemon Grove for attendance at standing committees, joint power authorities, or other agencies or organizations, but may be compensated by those external organizations for attending meetings.

Expenditure Allowance

The annual City budget includes limited funding for Councilmembers to undertake official City business. Eligible expenses include travel, meals and lodging and other actual and necessary expenses approved in advance by the City Manager for attending meetings and events organized by the League of California Cities, meetings with representatives of local, regional, state and the federal government on adopted City policy positions; educational seminars designed to improve officials' skill and information levels; and meetings of regional, state and national organizations whose activities affect the City's interests.

Expenditure Guidelines

Any expense must be related to the conduct of City business, such as the actual and necessary expenses incurred in the performance of a Councilmember's official duties. Public property and public funds may not be used for any private or personal purpose, including personal political purposes. For example, reimbursement could not be allowed to pay for meals at a meeting designed to discuss political or campaign strategies. It is also inappropriate for City funds to pay for a meal or other expenses of a private citizen at such meetings.

City budgetary practices and accounting controls apply to expenditures within the City Council budget. Reimbursement requests should be made through the City Manager's office with receipts. Expenditure records are public information. Questions arising as to the proper application or interpretation of the adopted policy will result in the City Manager conferring with the Mayor and City Attorney.

CHAPTER 3 **COMMUNICATIONS**

An important role of each Councilmember is communication with the public to assess community opinions and to communicate information about the City. Because the City Council performs as a body (that is, acting based on the will of the majority as opposed to individuals), it is important that general guidelines be understood when speaking for the City Council. Equally important, when members are expressing personal views and not those of City Council, the public should be so advised.

Written Correspondence

The City Manager is authorized to receive and take administrative action on all correspondence directed to the City Council. Generally, correspondence relating to a specific City Council agenda item shall be distributed with the agenda report; correspondence received after the publication of agenda packets, is to be compiled and distributed to the City Council prior to the City Council meeting. The City Manager is also

authorized to respond to correspondence submitted to the full City Council on non-agenda items or authorize a staff member to respond to the extent possible.

After the City Council has taken a position on an issue, official correspondence should reflect this position. While Councilmembers who may disagree with a position are free to prepare correspondence on such issues; City letterhead and staff support should not be utilized.

Speaking for “the City”

Similar to written correspondence, when Councilmembers are requested to speak to groups or are asked the City Council’s position on an issue, the response should reflect the position of the City Council as a whole. Of course, a member may clarify their vote on a matter by stating, for example, “While I voted against X, the City Council voted in support of it.” When representing the City at meetings or other venues, it is important that those in attendance gain an understanding of the City Council’s position rather than that of an individual member.

When dealing with members of the media, it is usually the Mayor who represents the position and interest of the City Council. The Mayor may delegate this responsibility to the Mayor Pro Tem or a fellow Councilmember.

Speaking as an Individual

On occasion, Councilmembers may wish to transmit correspondence on an issue upon which the City Council has yet to take a position or about an issue for which the City Council has no position. In these circumstances, members should clearly indicate in their communications that they are not speaking for the City Council as a whole, but for themselves as one member of the Council. As discussed above, in spoken conversations, Councilmembers should clarify when they are speaking as an individual and not on behalf of the City Council.

Council Conduct with the Media

Councilmembers are frequently contacted by the media for quotes and background information. The following provides helpful tips for communication with the media:

- **The Mayor is the official spokesperson for the City Council on City policy.** Because the Mayor is the designated representative of the Council to present and speak on the official City position, Councilmembers must be clear about whether comments represent the official City position or a personal viewpoint.
- **Assume you are always “on the record.”** Most members of the media represent the highest levels of journalistic integrity and ethics, and can be trusted to keep their word. However, one bad experience could be catastrophic.
- **Choose words carefully and cautiously.** Comments taken out of context can cause problems. Therefore, be cautious about use of humor, sarcasm, or word play.

CHAPTER 4

INTERACTION WITH CITY STAFF

Agreed Upon Norms for City Council – City Staff Interactions

Whenever possible, it is suggested that City Councilmembers work through the City Manager or their designee.

Timely Response to City Council Requests

City staff will make every effort to respond in a timely and professional manner to all requests made by individual Councilmembers for information or assistance; except that, in the judgment of the City Manager, the request is not of a magnitude, either in terms of workload or policy, which would require that it would be more appropriately assigned to staff.

Access to Information

Individual Councilmembers as well as the City Council as a whole shall receive the full cooperation and candor of staff in being provided with any requested information. The City Manager or appropriate staff will inform City Council when a critical or unusual event occurs about which the public would be concerned.

To assist the City Manager in his/her ability to monitor the flow of information, requests for information are best tracked if submitted in writing. And to ensure proper responsiveness, questions and requests for information are to go to the City Manager.

There are limited restrictions when information cannot be provided. Draft documents (e.g., staff reports in progress, administrative draft EIRs, etc.) under review are not available for release until complete and after review by City management. In addition, there are legal restrictions on the City's ability to release certain personnel information even to members of the City Council.

Dissemination of Information

In cases where a staff response to an individual Councilmember request involves written materials, the City Manager will provide copies of the material to all other Councilmembers.

Restriction of Political Involvement by Staff

Local governments are non-partisan entities. Professional staff, as reflected within the principles of the City Council-City Manager form of government, formulate recommendations consistent with City Council policy and for the good of the community and should not be influenced by political factors.

CHAPTER 5

SUPPORT PROVIDED TO CITY COUNCIL

Staff Support

General administrative support to members of the City Council is provided through the City Manager's office. Administrative support includes coordinating the Mayor's calendar, correspondence, and coordinating responses to inquiries which require City staff input.

Administrative support to members of the City Council includes handling City Council mail, phone calls, correspondence and travel arrangements for City Council business. Emails received directly by Councilmembers are handled individually by the recipient with the exception of the Mayor, whose emails are handled by the City Manager's Office. If a Councilmember forwards an email request to staff for action, then that email is handled in the same manner as any written correspondence received by mail. In addition to supporting the five City Councilmembers, the administrative support staff members also assist the City Manager and handle requests, inquiries and complaints submitted to the City. Sensitivity to the workload of support staff members in the City Manager's office is appreciated. Prior consultation with the City Manager is requested if a Councilmember seeks administrative support for a task that requires a significant time commitment.

Use of City Hall Conference Room

Councilmembers can only use the city hall conference room for official City business. Councilmembers must contact the City Manager's office for assistance in reserving a meeting room.

Mail and Deliveries

Members of the City Council receive mail and other materials from the public, private interests and staff. The City Manager's office staff maintains a mailbox for each Councilmember.

CHAPTER 6 **CONFLICTS AND LIABILITY**

Conflict of Interest

State laws are in place to prevent an action by a Councilmember that would constitute a conflict of interest. The purpose of such laws and regulations is to ensure that all actions are taken in the public interest. At any time a Councilmember believes a potential for conflict of interest exists, he/she is encouraged to consult with the City Attorney. Staff may also request an opinion from the City Attorney or the California Fair Political Practices Commission ("FPPC") regarding a Councilmember's potential conflict. Laws that regulate conflicts are very complicated. Violations may result in significant penalties including criminal prosecution or the inability to serve in public office.

There are two primary laws that govern conflicts of interest for public officials in California - the Political Reform Act and Cal. Government Code §§1090, et seq. In general terms, the Political Reform Act prohibits a public official from having a financial interest in a decision before the official; Cal. Government Code §§1090, et seq. relates to government contracting law and prohibits a public official from having an interest in government contracts.

The Political Reform Act prohibits public officials from making, participating in, or in any way attempting to use their official position to influence a governmental decision in which they know, or have reason to know, that they have a financial interest. Therefore, if a public official has a conflict of interest, the official must disqualify himself or herself from acting on or participating in the decision before the City. Once a year Councilmembers and certain staff are required to file statements of economic interests with the FPPC.

Cal. Government Code §§1090, et seq. is similar to the Political Reform Act, but applies only to City contracts in which a public official has a financial interest. The financial interests covered by Cal. Government Code §§1090, et seq. are different from those in the Political Reform Act. A Councilmember having an interest in a City contract may preclude the City from entering into the contract at all. In addition, the penalties for violating §§1090 can be severe. If a Councilmember believes that he/she may have any financial interest in a contract that will be before the City Council, the Councilmember should immediately seek advice from the City Attorney.

Conflict of Interest Related to Real Property Holdings

Certain conflicts may arise due to Councilmember property holdings, and the law requires that a Councilmember disqualify him or herself in certain situations. The threshold question is whether or not a Councilmember's decision would have a reasonably foreseeable financial effect on his or her real property interest, giving rise to a legal conflict of interest. As a general rule, a governmental decision is considered to have a reasonably foreseeable financial effect if it "would cause a reasonably prudent person, using due care and consideration under the circumstances, to believe that the governmental decision was of such a nature that its reasonably foreseeable effect would influence the market value of the official's property." (2 Cal. Code Regs. § 18702.2.)

Common examples of conflicts include (but are not limited to) when the governmental decision involves the adoption or amendment to a general or specific plan, and the parcel is located within the proposed boundaries, where the decision determines a parcel's zoning or rezoning, where the decision would impose, repeal, or modify taxes or fees, etc., and when a decision affecting real property value is located within 500 feet of the property line of the official's real property.

It is recommended that any concerns or questions regarding real property conflict of interests are directed to the City Attorney's office.

City Attorney Advice

The City Attorney has an affirmative duty to protect the City and City Council from conflicts of interest wherever possible. It is critical to note that while the City Attorney can render advice on the interpretation of State laws and regulations on conflict matters, such advice is solely an interpretation of the law. The only entity that can provide binding interpretations and immunity on such matters is the FPPC. Members or the full City Council may also solicit opinions on such matters directly from the FPPC, however, such opinions often take time to develop and may not readily respond to urgent matters. It is important to note that

the City Attorney does not represent individual members of City Council, but the City Council as a whole.

Conflict of Interest Forms

Annual disclosure statements are required of all Councilmembers, designated commissioners and senior staff, which indicate potential conflicts of interest including sources of income, real property interests and receipt of loans and gifts. Councilmembers and the City Manager often serve on the governing board of other agencies as a result of their positions. These agencies also require submittal of disclosure forms.

Harassment and Workplace Standards

State law prohibits, and the City has policies and procedures which prohibit, discrimination and harassment.

Liability

The City offers a variety of services and may occasionally find itself subject to legal actions through lawsuits. For example, those involved in automobile accidents sometimes choose to take actions against a City since the accident occurred on a City roadway. The City must always approach its responsibilities in a manner that reduces risk to all involved; however, with such a wide variety of high-profile services all risk cannot be eliminated.

It is important to note that violations of certain laws and regulations by individual members of the City Council may result in that Councilmember being personally liable for damages which would not be covered by the City's insurance. Examples include, but are not limited to, discrimination, harassment or fraud.

CHAPTER 7 **CITY COUNCIL MEETINGS**

City Council Meetings

All regular and special meetings of the City Council shall be open to the public; however, closed sessions may be held for the purposes permitted by law, from which the public may be excluded.

Regular Meetings

The first and third Tuesdays of each month, at 6:00 p.m., are designated by Municipal Code Section 2.14.040 as the regular meetings of the City Council.

The Mayor or a majority of the members of the City Council may call additional meetings as necessary in response to the scope and timing of the City Council's workload and schedule. The Mayor or majority of the City Council may cancel a regular meeting.

Special Meetings

Upon giving notice in the manner required by law, the Mayor or a majority of the members of the City Council may call a special meeting of the City Council. Topics of discussion at special meetings must be limited to those noticed to the public.

Types of Sessions: Open or Closed

Open Sessions:

The City Council may hold an open session (i.e. study session, retreat or workshop) to meet with various people, City Commissions and ad hoc committees; to receive briefings and background information; and to hold general discussions on major issues before formal City Council action is required. Open sessions may be scheduled as regular, adjourned regular or special meetings. The Mayor and City Manager shall collaborate on scheduling of items. Presentations to the City Council may be made by staff members, consultants, representatives of other public agencies and/or any other persons expressly invited for that purpose.

Closed Sessions:

It is the policy of the City Council to conduct its business in public to the greatest extent possible. However, State law recognizes that public discussion of certain items could jeopardize the public interest, compromise the City's position, or cost the citizens of Lemon Grove financially, and, therefore, generally allows the City Council to hold closed session meetings for the consideration of certain personnel matters, labor negotiations, real property negotiations, matters of public security and the discussion of litigation, among other things, as allowed by State law. Therefore, these rules provide for strict confidentiality of City Council discussion under certain circumstances and as required by state law. The procedures for the conduct of the closed sessions shall be the same as those for open session meetings, except that the public, after allowance for public comment, will be excluded.

Confidential Information in Closed Sessions

Cal. Government Code §54963 states that no person may disclose confidential information that has been acquired by being present in a closed session, unless authorized by the body holding the closed session. Disclosure of closed session discussions need only occur when required by law or when there is a majority vote of the City Council. In the event someone violates this provision, the statute and interpreting case law gives the legislative body options to address the violation, including: (1) the body may ask a court to issue an injunction preventing the further disclosure of confidential information; (2) if the person disclosing the information is an employee, the public entity may take disciplinary action against that employee; and/or (3) if the person disclosing the information is a member of the legislative body, the public entity may refer the matter to the grand jury.

Agenda

Agenda Preparation and Distribution

The agenda for each meeting of the City Council shall be prepared by the City Clerk at the direction of the City Manager and with the concurrence of the Mayor.

The City Clerk will make the agenda and staff reports available to the public in accordance with the Brown Act.

Action on Items Not on Agenda

The City Council shall not take action on any item not appearing on the posted agenda, except as such action is permitted by law and under the following circumstances: (1) upon a determination that an emergency exists, as defined by state law; and (2) upon a determination by the City Council that the need to take action immediately arose after the agenda was posted.

When an issue arises during a meeting that requires City Council action, is not listed on the agenda, and does not qualify under an exception that allows immediate action, the City Council may refer the issue to staff for review and possible placement of the item on a subsequent City Council agenda.

Councilmembers may briefly respond to a question posed or comment made by a member of the public. In addition, on their own initiative, or in response to questions posed by the public, as permitted by the Mayor, Councilmembers may ask a clarifying question, provide a reference to staff or other resources for factual information, or ask staff to report back to the City Council.

General Meeting Procedures

Presiding Officer

The Mayor is the presiding officer of the City Council. The presiding officer shall preserve strict order and decorum at all meetings of the City Council, announce City Council decisions on all subjects and decide all questions of order.

In the absence of the Mayor for any reason, the Mayor Pro Tem shall be the presiding officer of the Council.

Seating Arrangements

The Mayor Pro Tem is seated immediately next to the Mayor. The Mayor shall establish the seating arrangement for regular City Council meetings.

Quorum

A majority of the Council shall constitute a quorum for any City Council meeting. No business may be transacted by the City Council at a regular or special meeting unless a quorum of the membership is present.

Except where otherwise required by law, actions by the City Council shall be by a majority of the City Council.

Roll Call

Before proceeding with the business of the City Council, the City Clerk shall call the roll of the Councilmembers; the names of those present and those absent shall be entered in the minutes. If a Councilmember should arrive late to the meeting, it

shall be noted in the minutes.

Order of Business for Adjourned Meetings and Continued Items

When a meeting is adjourned or an item is continued to another date, generally the continued item will be placed first on that portion of the agenda at that meeting; however, where deemed necessary, the City Clerk, with the concurrence of the City Manager and Mayor, may place a continued item in a different order on the agenda.

Public Comment

Opportunity to Speak

Members of the public will be afforded the opportunity to speak, upon request, regarding all items under the subject matter jurisdiction of the City Council. The Mayor has the authority to modify the time limits set forth below based on the size of the agenda and the likely number of speakers. During special or study session meetings, the public may address the City Council only on items on the agenda. Therefore, public testimony on agenda items will occur during City Council consideration of the item.

When to Speak

During Public Communications, the Mayor or presiding officer will recognize persons who wish to speak on matters that are not on the agenda and are within the subject matter jurisdiction of the City Council. Public comment on agenda items will be taken when the City Council considers the item.

All remarks shall be addressed to the City Council as a legislative body and not to any individual Councilmember. When recognized by the Mayor, Councilmembers may ask questions of a speaker at the close of a speaker's testimony. Staff may be given the opportunity to clarify public comments on matters of fact before closing for City Council deliberations.

Failure to Speak

Any failure of a member of the public to request to speak on an item, or any failure by the City Council to afford an opportunity to speak on an item, shall not affect the City Council's right to act on that item or the validity of any action subsequently taken by the City Council.

Staff

Staff may be provided the opportunity to present a summary of each staff report and will be available to answer questions of Councilmembers.

Addressing the Council during Council Deliberations

No person may address the City Council following the time for public testimony and during City Council deliberations, unless a majority of the City Council agrees or in answer to a specific question directed to the individual by a member of the City

Council.

Speaker Cards and Other Protocol.

A member of the public who wishes to address the City Council will be asked to complete a speaker card for the record; the speaker card includes the speaker's name, address and other contact information, and the number of the agenda item. The completion of a public comment card is not necessary to address the City Council but will aid the City Clerk in maintaining an accurate record. The completed cards should be presented to the City Clerk.

To ensure accuracy of the record, members of the public addressing City Council should speak in an audible tone of voice into the microphone at the lectern. Each speaker is encouraged, but not required, to give his or her name and city of residence.

Council Discussions

To assist the City Council in the development of a structure for orderly discussion of items, rules have been prepared which represent accepted practices for the management of City Council meetings.

Obtaining the floor. A member of the City Council or staff shall first address the Mayor to gain recognition. Comments and questions should be limited to the issue before Council. Cross-exchange between Councilmembers and public should be avoided.

Questions to Staff. A Councilmember shall, after recognition by the Mayor, address questions to the Department Director or designated staff member. If a Councilmember has questions on an agenda item, that member should contact staff prior to the meeting in order to allow staff time to research a response/answer for the meeting.

Interruptions. Once a Councilmember has the floor, other Councilmembers may not interrupt except to make a point of order.

Additional Protocol and Decorum

To assist the City Council in working with a wide variety of backgrounds, personalities, opinion, values, and goals, additional protocols are outlined below:

Use Formal Titles. Councilmembers should refer to one another and City staff formally during public meetings as "Mayor," "Mayor Pro Tem," or "Councilmember," followed by the individual's last name.

Technology. Cellular telephones or any other telecommunications devices should be in the silent mode or turned off during the City Council Meeting. Councilmembers should avoid sending text messages, emails or posting on social media during Council Meetings.

Practice civility and decorum in discussions and debates.

Honor the role of the Mayor in maintaining order.

Disturbances. Any person who willfully disturbs or breaks up a City Council meeting may be arrested and charged with a misdemeanor, pursuant to California Penal Code Section 403.

Rules of Decorum. The City Council adopted Rules for the Conduct of City Council Meetings on May 4, 2021; these rules are still in effect until repealed or changed by the City Council.

CHAPTER 8 **CITY COUNCIL COMMITTEES**

City Council Representation on Other Agencies

Councilmembers may be assigned to represent the City on county, regional, district or state boards, committees or commissions, and other public agencies or quasi-public agencies. The Mayor recommends the appointments, which are then confirmed by a majority vote of the City Council. The City Clerk shall maintain a list of all such appointments.

An appointed representative or representatives shall be the duly authorized representatives and spokespersons for the City Council on or before such bodies; no other Councilmember shall speak as the City Council's representative or on behalf of the City Council before such bodies. A Councilmember may appear before such body as a private citizen.

CHAPTER 9 **MISCELLANEOUS REQUIREMENTS**

Ethics Training

State Assembly Bill 1234 (AB 1234) requires Councilmembers to take Ethics Training on a bi-annual basis. Councilmembers are required to take training no later than one year from the first day of service. A refresher training is required every two years thereafter (City Clerk will send reminder notices).

Upon completion of the training, Proof of Participation Certificate is issued, which must be signed and the original Certificate filed with the City Clerk.

Harassment Training

State Assembly Bill 1661 (AB 1661) requires all local agency legislative body members and any elected local agency officials who receive any kind of compensation, salary, or stipend in the performance of their duties to receive sexual harassment prevention and education training.

As such, Councilmembers must participate in a minimum of two hours of sexual harassment prevention training and education within the first six months of taking office or commencing employment, and every two years thereafter.

Contents of the training required for elected officials must include: (1) information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against, and the prevention and correction of, sexual harassment and the remedies available to the victims of such harassment in the employment context; and (2) practical examples aimed at instructing the official in the prevention of sexual harassment, discrimination and retaliation.

Upon completion of a training course provided by the City or other providers consistent with the requirements above, a proof of participation/certificate of completion should be filed with the City Clerk to be maintained as a part of the City's records.

Fraud Reporting

A Council Member who discovers or suspects fraudulent activity can report such activity to the Mayor and/or City Manager.

Reporting can be accomplished in one or more of the following ways:

- A written statement delivered to a supervisor, a director or the City Manager;
- A phone call to a supervisor, a director or the City Manager; and/or
- A personal conversation with a supervisor, a director or the City Manager.

The City Manager or his or her designee has the authority to investigate and proceed with further action.

Great care will be taken when investigating suspected improprieties or wrongdoings so as to avoid mistaken accusations or alerting suspected individuals that an investigation is underway.